

Business Requirements

Arizona Statewide Time Standards Reporting Project

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Limited Jurisdiction Time Standards Reporting Requirements

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Introduction

The Steering Committee on Arizona Case Processing Standards was established on October 17, 2012 with the specific charge of:

- Reviewing the national time standards for processing all major case types in the limited and general jurisdiction courts;
- Developing and recommending state case processing standards for Arizona;
- Making high level recommendations for implementation of the case processing standards.

The Steering Committee on Arizona Case Processing Standards will use the National Standards as guidance in developing case processing standards that work for Arizona courts and case types.

The establishment of the Steering Committee is part of the Supreme Court's Strategic 2020 Agenda.

Requirements Document Objective

The objective of this document is to set out the business and functional requirements for Arizona Statewide Limited Jurisdiction Time Standards Reporting for Limited Jurisdiction Courts. It explains what the system/software is to do and what it will accomplish. It does not give the technical details of how the requirements will be implemented.

Human Resources

Project Sponsors	Marcus Reinkensmeyer
Project Manager	Cathy Clarich
Sr. Business Analyst	Marretta Mathes
ITD Lead	Pat McGrath

Definitions

General

System – refers to the collective mechanisms used to obtain and generate all report information contained within this document in the justice and municipal courts. The existing statewide case management system is AZTEC. The new case management system being developed is LJ AJACS. There are several other case management systems located around the state. Reports will be developed based on these business requirements for all the case management systems.

Start Code– Specific code designated to start the calculation of time on a case.

Stop Code – Specific code designated to end the calculation of time on a case.

Report Column Titles and Definitions

Assignment – The courtroom or judicial officer assigned to the case. The court supplying this data element will determine whether a courtroom or judicial officer’s name will populate this field.

Case Number – The specific number assigned to a case by the court.

Case Title – The name of the first plaintiff party and first defendant party stored in the case management system.

Filing Date – The date of the filing that initiated the case (e.g., Complaint, Citation, Petition, Request).

Plaintiff Last Name – The last name of the plaintiff party stored in the case management system.

Plaintiff First Name – The first name of the plaintiff party stored in the case management system.

Defendant Last Name – The last name of the defendant party stored in the case management system.

Defendant First Name – The last name of the defendant party stored in the case management system.

Case Type – The case type field more specifically defines the nature of the case. For example, a case may appear on a Protection Order report; however, its case type can be 1) Order of Protection, 2) Injunction Against Harassment or 3) Injunction Against Workplace Harassment.

Action Type – This field describes the Start Event (specific code designated to start the calculation of time on a case). Action Types will only apply to Protection Order Detailed Reports.

Action Date (Contested Protection Orders Only) – The day the Action Type was entered. This date is will always be the same date the Start Code was entered.

Excluded Time – The time omitted from calculation due to a qualifying event. These events require the suspension of time and exclusion of days from the measurement on the age of active pending caseload and time to disposition reports. See Excluded Time requirements.

Next Scheduled Hearing Date – The next appearance date scheduled from the case management system. This element will only be populated for Age of Active Pending Detailed Reports.

Next Scheduled Hearing Type – The type of appearance scheduled to occur next from the case management system. This element will only be populated for Age of Active Pending Detailed Reports.

Ruling Judge –The courtroom or judicial officer that ruled on the case. The court supplying this data element will determine whether a courtroom or judicial officer’s name will populate this field.

Result – The final action taken on the case; this will stop time calculation. This element will only be populated for cases on the Time to Disposition detail reports.

Result Date –The day that final action was taken on a case. This element will only be populated for cases on the Time to Disposition detail report.

Total Active Days – This is the total amount of days that apply to a case for time standards reporting. The calculation of this time is dependent on the report type.

Total Days to Disposition – This is the total amount of days that apply to a case from the time the measurement starts to the time the measurement ends. This does not take excluded time into consideration.

Limited Jurisdiction Time Standards Reporting

On October 17, 2012, the Steering Committee on Arizona Case Processing Standards (the Committee) was established by Administrative Order 2012-80. The Committee reviewed the national model time standards, statutory requirements, court rules, court jurisdiction, business processes and the specific attributes of Arizona and developed a provisional set of case processing standards for all major case types in the justice, municipal and superior courts.

The committee recommended that the Administrative Office of the Courts develop data collection procedures and statistical reports for the automated collection of data in the case management systems. In order for the courts to meet the case processing standards and make improvements where necessary, the following reports will need to be generated from the case management systems:

- Time to Disposition Report – CourTools Measure 3 is the number of days that will be counted from the beginning to end of a case to determine if the case processing standard has been met.
- Age of Active Pending Cases Report – CourTools Measure 4 is a measure of the age of cases currently pending and awaiting disposition.

The courts do not currently have the necessary tools to retrieve all the data that will be necessary to monitor compliance with the case processing standards. The development of an accurate time to disposition report will enable Arizona courts to define the concept of backlog and to identify a case “in backlog” as any case older than the case processing standard. Once these cases are identified, the court can take the appropriate steps to move the case to disposition. The courts can also use these standards as a tool to manage and monitor active pending cases.

Below you will see a chart illustrating the types of reports the system shall generate:

Case Type	Time to Disposition		Age of Active Pending	
	Detail	Summary	Detail	Summary
Protective Orders: Ex Parte	x	x	x	NA
Protective Orders: Contested	x	x	x	NA
Protective Orders: Pre-Issuance	x	x	x	NA
Civil Local Ordinance	x	x	x	x
Civil Traffic	x	x	x	x
DUI	x	x	x	x
Criminal Misdemeanor	x	x	x	x
Small Claims	x	x	x	x
Eviction Action	x	x	x	x
Civil Lawsuits	x	x	x	x

37 Report Outputs

15 Separate Report Requirements

General Report Requirements (applies to all reports in this document)	
Requirement ID #	Functional Requirements Description
GRR-01	The system must produce time calculations in the unit of days. A case with a start code and stop code with the same date must show: 0
GRR-02	When report column titles refer to hours, the system must continue to produce time calculation in units of days. Example: The system must recognize a case time calculation of: 0 = within 24 hours >1 = over 24 hours
GRR-03	The system must recognize a case as only active or disposed at any point in time. A case cannot appear on both an Active Pending Caseload report AND a Time to Disposition report at the same time.
GRR-04	The system must use the Total Active Days and Total Active Days to Disposition to determine which column (range of days) the case should be counted in for all summary reports.
GRR-05	Users will be able to view the report on screen and print on 8.5 X 11 paper.
GRR-06	The following should be added to the footer or other prominent area of every report. <i>THIS REPORT IS FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE OR SHARE.</i>

User Interface	
Requirement ID #	Functional Requirements Description
UI-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.
UI-02	The report needs to be run by the Court ID.
UI-03	The user shall be able to view on the report the name of the court selected.
UI-04	The system shall be password protected.
UI-05	The system shall have one user type with unlimited access to all reports from their court.
UI-06	The user shall enter a valid user login and password to access the system.
UI-07	The user login and password shall allow the user to run reports for all courts associated with that user login and password.
UI-08	The system shall provide the option to the user to run reports within a user-specified date range.
UI-09	The system shall display all cases on the time to disposition reports where all charges or counts have been disposed on the case, and the final disposition date

User Interface	
Requirement ID #	Functional Requirements Description
	falls within the date parameter the user selected. The system shall display all cases on the age of active pending reports where the filing date falls within the date parameter the user selected. The relevant data will appear for intermediate standards for the applicable date range for the type of standard (e.g., the pre-issuance age of active pending report will use the date the pre-issuance hearing is set instead of the filing date for the user-selected timeframe.)
UI-10	The system shall only allow the user to enter a specific date range.
UI-11	The user shall be able to view on the report the specific date range.
UI-12	The system shall provide the option to the user to run reports by Arizona Case Processing Time Standards categories: <ol style="list-style-type: none"> 1. Protection Orders – Ex Parte 2. Protection Orders – Contested 3. Protection Orders – Pre-Issuance Hearings 4. Civil Local Ordinances 5. Civil Traffic 6. Criminal Misdemeanors 7. DUI 8. Small Claims 9. Eviction Actions 10. Justice Court Civil Cases
UI-13	The system shall provide the option to the user to run reports by report type: <ol style="list-style-type: none"> 1. Time to Disposition Detailed 2. Time to Disposition Summary 3. Age of Active Pending Detailed 4. Age of Active Pending Summary
UI-14	For a single report the system shall require the user to select a report category (UI-12) and report type (UI-13).

Prioritization of Charges (Justice and Municipal Courts)	
Requirement ID #	Functional Requirements Description
POC – 01	The system shall generate reports for limited jurisdiction time standards. Each case which contains charges shall be categorized into one of the following report categories: <ol style="list-style-type: none"> 1. Criminal Misdemeanor DUI 2. Criminal Misdemeanor 3. Civil Traffic 4. Civil Local Ordinance

Prioritization of Charges (Justice and Municipal Courts)	
Requirement ID #	Functional Requirements Description
POC - 02	<p>The system shall prioritize the charges on each case to assign it to the correct report. A case with multiple charges shall be placed into the category of highest priority. The priority ranking (highest to lowest) is:</p> <ol style="list-style-type: none"> 1. DUI 2. Criminal Misdemeanor 3. Civil Traffic 4. Civil Local Ordinance <p>For example: If a defendant is cited for speeding (Civil Traffic) and driving under the influence (DUI) on the same case, the case should be on the DUI report rather than the Civil Traffic report.</p>
POC-03	<p>Regardless of the report that a case is assigned to by prioritization, the system shall continue to calculate time for the case until all charges have been completely disposed, and cases that are not completely disposed shall remain on the age of active pending report.</p>

Excluded Time

Certain occurrences may happen that require the suspension of time and exclusion of days from the measurement. These occurrences disrupt the court's control of the case and its ability to move the case forward. Occurrences that result in excluded time are listed below:

Excluded Time							
Requirement ID #	Functional Requirements Description						
ET-01	The system must be able to exclude time from Total Active Days and Total Active Days to Disposition when a qualifying time exclusion code is entered on a case.						
ET-02	<p>The system must exclude time from time calculation when a code representing a stay of proceedings for a Pre-Adjudication Appeal is entered until a new code has been entered to indicate the restart of the case.</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7211</td><td>Stay: Pre-adj Appeal (Stop Clock)</td></tr> <tr> <td>7212</td><td>Resume: Pre-adj Appeal (Start Clock)</td></tr> </tbody> </table> <p>Note: An appeal is a qualifying time exclusion code for the following reports:</p> <ol style="list-style-type: none"> 1. Civil Local Ordinances 2. Civil Traffic 3. Criminal Misdemeanors 4. Criminal Misdemeanor DUI 5. Justice Court Eviction Actions 6. Justice Court Civil Cases 	AZTEC EVENT CODE	General Description	7211	Stay: Pre-adj Appeal (Stop Clock)	7212	Resume: Pre-adj Appeal (Start Clock)
AZTEC EVENT CODE	General Description						
7211	Stay: Pre-adj Appeal (Stop Clock)						
7212	Resume: Pre-adj Appeal (Start Clock)						
ET-03	<p>The system must exclude time from time calculation when a code representing a stay of proceedings for Service Member Civil Relief Act is entered until a new code has been entered to indicate the restart of the case.</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7179</td><td>Stay: SCRA-Stay (Stop Clock)</td></tr> <tr> <td>7180</td><td>Resume: SCRA-Lifted (Start Clock)</td></tr> </tbody> </table> <p>Note: Service Member Civil Relief Act is a qualifying time exclusion code for the following reports:</p> <ol style="list-style-type: none"> 1. Civil Local Ordinances 2. Civil Traffic 3. Small Claims 4. Justice Court Eviction Actions 5. Justice Court Civil Cases 	AZTEC EVENT CODE	General Description	7179	Stay: SCRA-Stay (Stop Clock)	7180	Resume: SCRA-Lifted (Start Clock)
AZTEC EVENT CODE	General Description						
7179	Stay: SCRA-Stay (Stop Clock)						
7180	Resume: SCRA-Lifted (Start Clock)						

Excluded Time							
Requirement ID #	Functional Requirements Description						
ET-04	<p>The system must exclude time from time calculation when a code representing a stay of proceedings for a Pre-Adjudication Special Action is entered until a new code has been entered to indicate the restart of the case.</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7177</td><td>Stay: Special Action-Filed (Stop Clock)</td></tr> <tr> <td>7178</td><td>Resume: Special Action-Lifted (Start Clock)</td></tr> </tbody> </table> <p>Note: Special Action is a qualifying time exclusion code for the following reports:</p> <ol style="list-style-type: none"> 1. Civil Local Ordinances 2. Civil Traffic 3. Criminal Misdemeanors 4. Criminal Misdemeanor DUI 5. Justice Court Eviction Actions 6. Justice Court Civil Cases 	AZTEC EVENT CODE	General Description	7177	Stay: Special Action-Filed (Stop Clock)	7178	Resume: Special Action-Lifted (Start Clock)
AZTEC EVENT CODE	General Description						
7177	Stay: Special Action-Filed (Stop Clock)						
7178	Resume: Special Action-Lifted (Start Clock)						
ET-05	<p>The system must exclude time from time calculation when a code representing a stay of proceedings for a Bankruptcy is entered until a new code has been entered to indicate the restart of the case.</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>9294</td><td>Notice of Bankruptcy Filed (Stop Clock)</td></tr> <tr> <td>9295</td><td>Order Bankruptcy Discharge (Start Clock)</td></tr> </tbody> </table> <p>Note: Bankruptcy is a qualifying time exclusion code for the following reports:</p> <ol style="list-style-type: none"> 1. Civil Local Ordinances 2. Small Claims 3. Justice Court Eviction Actions 4. Justice Court Civil Cases 	AZTEC EVENT CODE	General Description	9294	Notice of Bankruptcy Filed (Stop Clock)	9295	Order Bankruptcy Discharge (Start Clock)
AZTEC EVENT CODE	General Description						
9294	Notice of Bankruptcy Filed (Stop Clock)						
9295	Order Bankruptcy Discharge (Start Clock)						

Excluded Time

Requirement ID #	Functional Requirements Description								
ET-06	<p>The system must exclude time from time calculation when a code representing the issuance of a Pre-Adjudication Warrant is entered until a new code has been entered to indicate the restart of the case.</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5590, 5156, 5160, and 5163</td><td>Pre-adjudication Warrant Issued (Stop Clock)</td></tr> <tr> <td>5591, 5159, 5165, and 5168</td><td>Pre-adjudication Warrant Quashed/Terminated (Start Clock)</td></tr> </tbody> </table> <p>Note: Pre-adjudication warrants are a qualifying time exclusion code for the following reports:</p> <ol style="list-style-type: none"> 1. Criminal Misdemeanors 2. Criminal Misdemeanor DUI 	AZTEC EVENT CODE	General Description	5590, 5156, 5160, and 5163	Pre-adjudication Warrant Issued (Stop Clock)	5591, 5159, 5165, and 5168	Pre-adjudication Warrant Quashed/Terminated (Start Clock)		
AZTEC EVENT CODE	General Description								
5590, 5156, 5160, and 5163	Pre-adjudication Warrant Issued (Stop Clock)								
5591, 5159, 5165, and 5168	Pre-adjudication Warrant Quashed/Terminated (Start Clock)								
ET-07	<p>The system must exclude time from time calculation when a code representing a Pre-Adjudication Diversion is entered until a new code has been entered to indicate the restart of the case.</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7215, 7216</td><td>Stay: Diversion (Stop Clock)</td></tr> <tr> <td>7217</td><td>Stay: Other (Stop Clock)</td></tr> <tr> <td>7218</td><td>Resume: DIV/DS/OTHER (Start Clock)</td></tr> </tbody> </table> <p>Note: Diversions are a qualifying time exclusion code for the following reports:</p> <ol style="list-style-type: none"> 1. Civil Local Ordinances 2. Civil Traffic 3. Criminal Misdemeanors 4. Criminal Misdemeanor DUI 	AZTEC EVENT CODE	General Description	7215, 7216	Stay: Diversion (Stop Clock)	7217	Stay: Other (Stop Clock)	7218	Resume: DIV/DS/OTHER (Start Clock)
AZTEC EVENT CODE	General Description								
7215, 7216	Stay: Diversion (Stop Clock)								
7217	Stay: Other (Stop Clock)								
7218	Resume: DIV/DS/OTHER (Start Clock)								
ET-08	<p>The system must exclude time from time calculation when a code representing Defensive Driving Program is entered until a new code has been entered to indicate the restart of the case.</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5690</td><td>DDP Class Register (Stop Clock)</td></tr> <tr> <td>5634</td><td>Defensive Driving Program Continuance (Stop Clock)</td></tr> <tr> <td>5680, 5682 and 5683</td><td>DDP Complete (Start Clock)</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5690	DDP Class Register (Stop Clock)	5634	Defensive Driving Program Continuance (Stop Clock)	5680, 5682 and 5683	DDP Complete (Start Clock)
AZTEC EVENT CODE	General Description								
5690	DDP Class Register (Stop Clock)								
5634	Defensive Driving Program Continuance (Stop Clock)								
5680, 5682 and 5683	DDP Complete (Start Clock)								

Excluded Time							
Requirement ID #	Functional Requirements Description						
	<p>Note: Defensive Driving Programs are a qualifying time exclusion code for the following reports:</p> <ol style="list-style-type: none"> 1. Civil Traffic 2. Criminal Misdemeanors 						
ET-09	<p>The system must exclude time from time calculation when a code representing a Rule 11 Competency Issue is entered until a new code has been entered to indicate the restart of the case.</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7208</td><td>Rule 11 Competency (Stop Clock)</td></tr> <tr> <td>7209</td><td>Rule 11 Competency Lifted (Start Clock)</td></tr> </tbody> </table> <p>Note: Rule 11 Competency Issues are a qualifying time exclusion code for the following reports:</p> <ol style="list-style-type: none"> 1. Criminal Misdemeanors 2. Criminal Misdemeanor DUI 	AZTEC EVENT CODE	General Description	7208	Rule 11 Competency (Stop Clock)	7209	Rule 11 Competency Lifted (Start Clock)
AZTEC EVENT CODE	General Description						
7208	Rule 11 Competency (Stop Clock)						
7209	Rule 11 Competency Lifted (Start Clock)						

Protection Order Reporting

A **protection order** is defined as a court order instructing a person to desist from abusing or harassing the petitioner for a fixed period. This includes Orders of Protection, Injunctions Against Harassment and Injunctions Against Workplace Harassment.

Ex Parte Protection Orders, for the purposes of this document, will refer to any protective order that has not been set for a pre-issuance hearing. This section details the functionality required for the development of an age of active pending caseload report from the case management systems. There is no excluded time.

The time to disposition report shall measure the number of days from the date the petition for a protection order is filed through the date the order is issued, denied or transferred to another court. The report should reflect the total number and percentage of cases meeting the standard set below.

The age of active pending caseload report shall pull all cases **without** a disposition or stop code (e.g., order issued, denied, or transferred to another court) and shall measure the number of days from the date the petition for order of protection is filed through the date the report is run. The report should reflect the total number and percentage of cases meeting the standard set below.

Note: In Arizona a pre-issuance hearing may be ordered by the court within 10 days if the judge feels there is inadequate information. The case management systems may have to pull pre-issuance hearing information from case events as this is not a final disposition that would change the case status. The denial or issuance of an ex parte petition is a final disposition in the case status field.

99% within 24 hours

Measurement: The date the petition for the protective order is filed to the date the protective order is issued or denied.

Excluded Time: No excluded time.

Protection Orders: Ex Parte Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 1 for report mockup	
EPDD-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.
EPDD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Case Title 4. Judge 5. Case Type 6. Result 7. Result Date 8. Total Active Days to Disposition
EPDD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
EPDD-04	In the header of the report the following language shall be displayed: Standard: 99% within 24 hours.
EPDD-05	The columns of the report shall be populated with the corresponding data from the case management system.
EPDD-06	This report shall only capture cases that have <ol style="list-style-type: none"> 1. been designated as ex parte protective order cases AND <ol style="list-style-type: none"> 2. a stop code entered on them
EPDD-07	The system shall start recording time when a petition/request for a protection order is filed (filing date).
EPDD-08	The system shall recognize the filing date as the date associated with the start code.

Protection Orders: Ex Parte Time to Disposition Detailed Report									
Requirement ID #	Functional Requirements Description								
EPDD-09	<p>The system shall recognize only the following as start codes:</p> <table> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> <tr> <td>7150</td><td>PO Petition Filed</td></tr> </table>	AZTEC EVENT CODE	General Description	7150	PO Petition Filed				
AZTEC EVENT CODE	General Description								
7150	PO Petition Filed								
EPDD-10	The system shall recognize the result date as the date associated with the stop code.								
EPDD-11	The “Result” column on the report shall display the general description that is associated with the stop code.								
EPDD-12	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the earliest stop code.								
EPDD-13	<p>The system shall recognize the following as stop codes:</p> <table> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> <tr> <td>7151</td><td>PO Issued</td></tr> <tr> <td>7152</td><td>PO Denied</td></tr> <tr> <td>7163</td><td>PO Transferred Out</td></tr> </table>	AZTEC EVENT CODE	General Description	7151	PO Issued	7152	PO Denied	7163	PO Transferred Out
AZTEC EVENT CODE	General Description								
7151	PO Issued								
7152	PO Denied								
7163	PO Transferred Out								
EPDD-14	<p>The system shall calculate the Total Active Days to Disposition as follows:</p> <p>Result Date (Stop Code) – Filing Date (Start Code)= Total Active Days to Disposition</p>								
EPDD-15	The system shall allow this report to be run by a user for a selected date range for cases disposed within the selected date range.								
EPDD-16	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.								

Protection Orders: Ex Parte Time to Disposition Summary Report									
Requirement ID #	Functional Requirements Description								
See Exhibit 2 for report mockup									
EPDS-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.								
EPDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detail report.								
EPDS-03	In the header of the report, the following language shall be displayed: Standard: 99% within 24 hours								
EPDS-04	This report shall only capture cases that have <ol style="list-style-type: none"> 1. been designated as ex parte protective order cases AND 2. a stop code entered on them 								
EPDS-05	The system shall start recording time when a petition/request for a protection order is filed (filing date).								
EPDS-06	The system shall recognize the filing date as the date associated with the start code.								
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EPDS-08	The system shall recognize the result date as the date associated with the stop code.								
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AZTEC EVENT CODE	General Description								
7151	PO Issued								
7152	PO Denied								
7163	PO Transferred Out								
EPDS-10	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] = Total Active Days to Disposition								
EPDS-11	The report shall show the total count and percentage of all Protection Orders disposed within 24 hours. These calculations shall be shown under the column titled <i>Subtotal</i> .								
EPDS-12	The report shall show the total count and overall percentage of all Protection Orders disposed over 24 hours per Assignment. These calculations shall be shown under the column titled <i>Subtotal</i> .								
EPDS-13	The report shall show the grand total count and percentage of all Protection Orders disposed. These calculations shall be shown under the column titled <i>Grand Totals</i> .								
EPDS-14	The report shall: <ol style="list-style-type: none"> 1. Show the total count of each “case type” disposed within 24 hours. The “case type” categories can be seen in the chart below. 2. Show the number of each “case type” in the column titled <i>Within 24 hours</i>. 								

Protection Orders: Ex Parte Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																																																							
	<table><tr><th>AZTEC CASE TYPE CODE</th><th>General Description</th><th>Column Subtitle</th></tr><tr><td>D15</td><td>ORDER OF PROTECTION</td><td>OP</td></tr><tr><td>C62</td><td>INJUNCTION AGAINST HARASSMENT</td><td>IAH</td></tr><tr><td>C64</td><td>INJ AGAINST WORKPLACE HARASSMENT</td><td>IWH</td></tr></table>	AZTEC CASE TYPE CODE	General Description	Column Subtitle	D15	ORDER OF PROTECTION	OP	C62	INJUNCTION AGAINST HARASSMENT	IAH	C64	INJ AGAINST WORKPLACE HARASSMENT	IWH																																											
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EPDS-15	<p>The report shall:</p> <ol style="list-style-type: none">1. Show the total count of each “case type” disposed over 24 hours. The “case type” categories can be seen in the chart below.2. Show the number of each “case type” in the column titled <i>Over 24 hours</i>. <table><tr><th>AZTEC CASE TYPE CODE</th><th>General Description</th><th>Column Subtitle</th></tr><tr><td>D15</td><td>ORDER OF PROTECTION</td><td>OP</td></tr><tr><td>C62</td><td>INJUNCTION AGAINST HARASSMENT</td><td>IAH</td></tr><tr><td>C64</td><td>INJ AGAINST WORKPLACE HARASSMENT</td><td>IWH</td></tr></table>	AZTEC CASE TYPE CODE	General Description	Column Subtitle	D15	ORDER OF PROTECTION	OP	C62	INJUNCTION AGAINST HARASSMENT	IAH	C64	INJ AGAINST WORKPLACE HARASSMENT	IWH																																											
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EPDS-16	<p>The report shall show the total percentage of each case type disposed within 24 hours. This percentage should be calculated by taking the total of a specific case type processed within 24 hours and dividing it by the total number of that specific case type processed within the reporting period. The same method should be used to calculate the percentage of cases disposed over 24 hours.</p> <p>Example:</p> <table><tr><th colspan="4">W/in 24 hours</th><th>Sub-total</th><th colspan="3">Over 24 Hours</th><th>Sub-total</th><th colspan="3">Totals for Each case type</th><th>Grand Total</th></tr><tr><th>OP</th><th>IH</th><th>IAW</th><th></th><th></th><th>OP</th><th>IH</th><th>IAW</th><th></th><th></th><th>OP</th><th>IH</th><th>IAW</th><th></th></tr><tr><td>24</td><td>32</td><td>12</td><td>68</td><td></td><td>12</td><td>5</td><td>6</td><td>23</td><td></td><td>36</td><td>37</td><td>18</td><td>91</td></tr><tr><td>67%</td><td>86%</td><td>67%</td><td>75%</td><td></td><td>33%</td><td>14%</td><td>6%</td><td>25%</td><td></td><td>40%</td><td>41%</td><td>20%</td><td>100%</td></tr></table>	W/in 24 hours				Sub-total	Over 24 Hours			Sub-total	Totals for Each case type			Grand Total	OP	IH	IAW			OP	IH	IAW			OP	IH	IAW		24	32	12	68		12	5	6	23		36	37	18	91	67%	86%	67%	75%		33%	14%	6%	25%		40%	41%	20%	100%
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Protection Orders: Ex Parte Time to Disposition Summary Report	
Requirement ID #	Functional Requirements Description
EPDS-17	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.

Protection Orders: Ex Parte Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 3 for report mockup	
EPAD-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.
EPAD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Case Title 4. Judge 5. Case Type 6. Result 7. Result Date 8. Active Days
EPAD-03	In the header of the report the following language shall be displayed: Standard: 99% within 24 hours
EPAD-04	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
EPAD-05	The columns of the report shall be populated with the corresponding data from the case management system.
EPAD-06	On the column titled "Next Scheduled Hearing Date", the report shall show the first future hearing date after the current date.
EPAD-07	This report shall only capture cases that <ol style="list-style-type: none"> 1. have been designated as ex parte protective order cases AND

Protection Orders: Ex Parte Age of Active Pending Caseload Detailed Report									
Requirement ID #	Functional Requirements Description								
	2. do not have a stop code entered on them								
EPAD-08	The system shall start recording time when a petition/request for a protection order is filed (filing date).								
EPAD-09	The system shall recognize the filing date as the date associated with the start code.								
EPAD-10	<p>The system shall recognize only the following as start codes:</p> <table> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> <tr> <td>7150</td><td>Protective Order Petition Filed</td></tr> </table>	AZTEC EVENT CODE	General Description	7150	Protective Order Petition Filed				
AZTEC EVENT CODE	General Description								
7150	Protective Order Petition Filed								
EPAD-11	The system shall recognize the result date as the date associated with the stop code.								
EPAD-12	<p>The system shall recognize only the following as stop codes:</p> <table> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> <tr> <td>7151</td><td>PO Issued/Granted</td></tr> <tr> <td>7152</td><td>PO Denied</td></tr> <tr> <td>7163</td><td>PO Transferred Out</td></tr> </table> <p>Note: The system shall recognize that if there is a stop code, the case should not be included on the report.</p>	AZTEC EVENT CODE	General Description	7151	PO Issued/Granted	7152	PO Denied	7163	PO Transferred Out
AZTEC EVENT CODE	General Description								
7151	PO Issued/Granted								
7152	PO Denied								
7163	PO Transferred Out								
EPAD-13	<p>The system shall calculate the Total Active Days as follows:</p> <p>Current Date – Filing Date (Start Code) = Total Active Days</p>								
EPAD-14	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display: "To display all active pending cases, use a start date of 1/1/1900."								
EPAD-15	The report shall not display the case parties if a case is sealed. Instead, populate the case party name fields with text 'SEALED'.								

Protection Orders: Contested Time to Disposition Detail Report

Contested Protection Orders – Contested Protection Orders, for the purposes of this document, will refer to any protective order that has been contested by the defendant/respondent party.

Contested Hearing – A contested hearing is when the defendant requests a hearing after the protection order has been issued. The hearing must be conducted within 5 or 10 days, depending on whether exclusive use of the parties' residence was ordered.

This section details the functionality required for the development of a time-to-disposition report from the case management systems. There is no excluded time.

The time-to-disposition report shall measure the number of days from the date the respondent/defendant files a request for hearing to the date the protective order is affirmed, modified, or dismissed/quashed. The report should reflect the total number and percentage of cases meeting the standard set below.

The age of active pending caseload report shall pull all cases **without** a disposition or stop code (e.g., order affirmed, modified or quashed) and shall measure the number of days from the date the respondent/defendant files a request for hearing through the date the report is run. The report should reflect the total number and percentage of cases meeting the standard set below.

Note: In Arizona, a second hearing generally only occurs if the defendant request one. The case management systems may have to pull information on the request for hearing from case events, as this is not an initial filing.

The following provisional standards have been recommended for the protection orders contested hearings in Arizona.

90% within 10 days

98% within 30 days

Measurement: The date the request for hearing is filed to the date the protective order is affirmed, modified, or dismissed/quashed.

Excluded Time: No excluded time.

Protection Orders: Contested Time to Disposition Detailed Report									
Requirement ID #	Functional Requirements Description								
See Exhibit 4 for report mockup									
CDD-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.								
CDD-02	The report shall display to the user the following fields from left to right: <ol style="list-style-type: none"> 1. Case Number 2. Issued Date 3. Case Title 4. Judge 5. Case Type 6. PO Hearing Request 7. Result 8. Result Date 9. Total Active Days To Disposition 								
CDD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.								
CDD-04	In the header of the report, the following language shall be displayed: Standard: 90% within 10 days, 98% within 30 days								
CDD-05	The columns of the report shall be populated with the corresponding data from the case management system.								
CDD-06	This report shall only capture cases that have <ol style="list-style-type: none"> 1. a request for hearing by the defendant AND <ol style="list-style-type: none"> 2. a stop code entered on them 								
CDD-07	The system shall start recording time when a request for a protection order hearing is requested by the defendant on a case <i>after</i> an existing event code of 7151 – PO Issued.								
CDD-08	The system shall recognize only the following as start codes: <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7155</td><td>PO Hearing Requested</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	7155	PO Hearing Requested				
AZTEC EVENT CODE	General Description								
7155	PO Hearing Requested								
CDD-09	The system shall recognize the result date as the date associated with the stop code.								
CDD-10	The “Result” column on the report shall display the general description that is associated with the stop code.								
CDD-11	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the earliest stop code.								
CDD-12	The system shall recognize only the following as stop codes: <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7159</td><td>PO Modified</td></tr> <tr> <td>7160</td><td>PO Remains in Effect</td></tr> <tr> <td>7161</td><td>PO Quashed/Dismissed</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	7159	PO Modified	7160	PO Remains in Effect	7161	PO Quashed/Dismissed
AZTEC EVENT CODE	General Description								
7159	PO Modified								
7160	PO Remains in Effect								
7161	PO Quashed/Dismissed								

Protection Orders: Contested Time to Disposition Detailed Report			
Requirement ID #	Functional Requirements Description		
	7163	PO Transferred Out	
	7164	PO Hearing Cancelled	
CDD-13	The system shall calculate the Total Active Days to Disposition as follows: Result Date (Stop Code) – Action Date (Start Code) = Total Active Days to Disposition		
CDD-14	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.		
CDD-15	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.		

Protection Orders: Contested Time to Disposition Summary Report						
Requirement ID #	Functional Requirements Description					
See Exhibit 5 for report mockup						
CDS-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.					
CDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detail report.					
CDS-03	The columns of the report shall be populated with the corresponding data from the case management system.					
CDS-04	In the header of the report the following language shall be displayed: Standard: 90% within 10 days, 98% within 30 days.					
CDS-05	This report shall only capture cases that have <ol style="list-style-type: none">1. a request for hearing by the defendantAND2. a stop code entered on them					
CDS-06	The system shall start recording time when a request for a protection order hearing is requested by the defendant on a case <i>after</i> an existing event code of 7151 – PO Issued.					
CDS-07	The system shall recognize only the following as start codes: <table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>7155</td><td>PO Hearing Requested</td></tr></table>		AZTEC EVENT CODE	General Description	7155	PO Hearing Requested
AZTEC EVENT CODE	General Description					
7155	PO Hearing Requested					
CDS-08	The system shall recognize the result date as the date associated with the stop code.					
CDS-09	The system shall recognize only the following as stop codes:					

Protection Orders: Contested Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																		
	AZTEC EVENT CODE		General Description																
	7159		PO Modified																
	7160		PO Remains in Effect																
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	7163		PO Transferred Out																
	7164		PO Hearing Cancelled																
CDS-10	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the earliest stop code entered.																		
CDS-11	The system shall calculate the Total Active Days to Disposition as follows: Result Date (Stop Code) – Action Date (Start Code) = Total Active Days to Disposition																		
CDS-12	The report shall show the total count and percentage of all Protection Orders disposed within 10 days. These calculations shall be shown under the column titled <i>Subtotal</i> .																		
CDS-13	The report shall show the total count and percentage of all Protection Orders disposed within 11-30 days. These calculations shall be shown under the column titled <i>Subtotal</i> .																		
CDS-14	The report shall show the total count and percentage of all Protection Orders disposed over 30 days. These calculations shall be shown under the column titled <i>Subtotal</i> .																		
CDS-15	The report shall show the grand total count and percentage of all Protection Orders disposed. These calculations shall be shown under the column titled <i>Grand Totals</i> .																		
CDS-16	<div>The report shall:<div><div>1. Show the total count of each “case type” disposed within 10 days. The “case type” categories can be seen in the chart below.</div><div>2. Show the number of each “case type” in the column titled <i>0-10 days</i>.</div></div><table><tr><th>AZTEC CASE TYPE CODE</th><th>General Description</th><th>Column Subtitle</th></tr><tr><td>D15</td><td>DR – ORDER OF PROTECTION</td><td>OP</td></tr><tr><td>C62</td><td>INJUNCTION AGAINST HARASSMENT</td><td>IAH</td></tr><tr><td>C64</td><td>INJ AGAINST WORKPLACE HARASSMENT</td><td>IWH</td></tr></table></div>							AZTEC CASE TYPE CODE	General Description	Column Subtitle	D15	DR – ORDER OF PROTECTION	OP	C62	INJUNCTION AGAINST HARASSMENT	IAH	C64	INJ AGAINST WORKPLACE HARASSMENT	IWH
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CDS-17	<div>The report shall show the total percentage of each case type disposed within 10 days. This percentage should be calculated by taking the total of a specific case type processed within 10 days and dividing it by the total number of that specific case type processed within the reporting period.</div> <div>Example :</div> <table><tr><td>0-10 days</td><td>Sub-Ttl</td><td>11-30 days</td><td>Sub-Ttl</td><td>31+ days</td><td>Sub-Ttl</td><td>Total Cases</td></tr></table>							0-10 days	Sub-Ttl	11-30 days	Sub-Ttl	31+ days	Sub-Ttl	Total Cases					
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Protection Orders: Contested Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																																																																																			
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CDS-18	<div>The report shall:<div><div>1. Show the total count of each “case type” disposed within 11-30 days. The “case type” categories can be seen in the chart below.</div><div>2. Show the number of each “case type” in the column titled 11-30 days.</div></div><table><tr><th>AZTEC CASE TYPE CODE</th><th colspan="7">General Description</th><th colspan="2">Column Subtitle</th></tr><tr><td>D15</td><td colspan="7">DR – ORDER OF PROTECTION</td><td colspan="2">OP</td></tr><tr><td>C62</td><td colspan="7">INJUNCTION AGAINST HARASSMENT</td><td colspan="2">IAH</td></tr><tr><td>C64</td><td colspan="7">INJ AGAINST WORKPLACE HARASSMENT</td><td colspan="2">IWH</td></tr></table></div>																AZTEC CASE TYPE CODE	General Description							Column Subtitle		D15	DR – ORDER OF PROTECTION							OP		C62	INJUNCTION AGAINST HARASSMENT							IAH		C64	INJ AGAINST WORKPLACE HARASSMENT							IWH																													
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CDS-19	<div>The report shall show the total percentage of each case type disposed within 11-30 days. This percentage should be calculated by taking the total of a specific case type processed within 11-30 days and dividing it by the total number of that specific case type processed within the reporting period.</div> <div>Example:<table><tr><td colspan="4">0-10 days</td><td>Sub-Ttl</td><td colspan="4">11-30 days</td><td>Sub-Ttl</td><td colspan="4">31+ days</td><td>Sub-Ttl</td><td colspan="2">Total of Each</td></tr><tr><td>OP</td><td>IH</td><td>IAW</td><td></td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td></td><td>OP</td><td>IH</td></tr><tr><td>24</td><td>32</td><td>12</td><td>68</td><td></td><td>12</td><td>5</td><td>6</td><td>23</td><td></td><td>1</td><td>1</td><td>0</td><td></td><td>2</td><td>37</td><td>38</td></tr><tr><td>65%</td><td>84%</td><td>67%</td><td>73%</td><td></td><td>32%</td><td>13%</td><td>33%</td><td>25</td><td></td><td>3%</td><td>3%</td><td>0%</td><td></td><td>2%</td><td>40%</td><td>41%</td></tr></table></div>																0-10 days				Sub-Ttl	11-30 days				Sub-Ttl	31+ days				Sub-Ttl	Total of Each		OP	IH	IAW			OP	IH	IAW			OP	IH	IAW			OP	IH	24	32	12	68		12	5	6	23		1	1	0		2	37	38	65%	84%	67%	73%		32%	13%	33%	25		3%	3%	0%		2%	40%	41%
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65%	84%	67%	73%		32%	13%	33%	25		3%	3%	0%		2%	40%	41%																																																																				
CDS-20	<div>The report shall:<div><div>1. Show the total count of each “case type” disposed over 30 days. The “case type” categories can be seen in the chart below.</div><table><tr><th>AZTEC CASE TYPE CODE</th><th colspan="7">General Description</th><th colspan="2">Column Subtitle</th></tr><tr><td>D15</td><td colspan="7">DR – ORDER OF PROTECTION</td><td colspan="2">OP</td></tr><tr><td>C62</td><td colspan="7">INJUNCTION AGAINST HARASSMENT</td><td colspan="2">IAH</td></tr><tr><td>C64</td><td colspan="7">INJ AGAINST WORKPLACE HARASSMENT</td><td colspan="2">IWH</td></tr></table><div>2. Show the number of each “case type” in the column titled 31+ days.</div></div></div>																AZTEC CASE TYPE CODE	General Description							Column Subtitle		D15	DR – ORDER OF PROTECTION							OP		C62	INJUNCTION AGAINST HARASSMENT							IAH		C64	INJ AGAINST WORKPLACE HARASSMENT							IWH																													
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Protection Orders: Contested Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																																																								
CDS-21	<p>The report shall show the total percentage of each case type disposed over 30 days. This percentage should be calculated by taking the total of a specific case type processed over 30 days and dividing it by the total number of that specific case type processed within the reporting period.</p> <p>Example:</p> <table><tr><td colspan="3">0-10 days</td><td>Sub-Ttl</td><td colspan="3">11-30 days</td><td>Sub-Ttl</td><td colspan="3">31+ days</td><td>Sub-Ttl</td><td colspan="2">Total of Eac</td></tr><tr><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td></tr><tr><td>24</td><td>32</td><td>12</td><td>68</td><td>12</td><td>5</td><td>6</td><td>23</td><td>1</td><td>1</td><td>0</td><td>2</td><td>37</td><td>38</td></tr><tr><td>65%</td><td>84%</td><td>67%</td><td>73%</td><td>32%</td><td>13%</td><td>33 %</td><td>25</td><td>3%</td><td>3%</td><td>0%</td><td>2%</td><td>40%</td><td>41%</td></tr></table>	0-10 days			Sub-Ttl	11-30 days			Sub-Ttl	31+ days			Sub-Ttl	Total of Eac		OP	IH	IAW		OP	IH	IAW		OP	IH	IAW		OP	IH	24	32	12	68	12	5	6	23	1	1	0	2	37	38	65%	84%	67%	73%	32%	13%	33 %	25	3%	3%	0%	2%	40%	41%
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CDS-22	<p>The report shall:</p> <div><div>1. Show the total count of each case type disposed, and</div><div>2. Show these calculations as subtitles under the column titled <i>Total Cases</i>.</div></div> <table><tr><th>AZTEC CASE TYPE CODE</th><th>General Description</th><th>Column Subtitle</th></tr><tr><td>D15</td><td>DR – ORDER OF PROTECTION</td><td>OP</td></tr><tr><td>C62</td><td>INJUNCTION AGAINST HARASSMENT</td><td>IAH</td></tr><tr><td>C64</td><td>INJ AGAINST WORKPLACE HARASSMENT</td><td>IWH</td></tr></table>	AZTEC CASE TYPE CODE	General Description	Column Subtitle	D15	DR – ORDER OF PROTECTION	OP	C62	INJUNCTION AGAINST HARASSMENT	IAH	C64	INJ AGAINST WORKPLACE HARASSMENT	IWH																																												
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CDS-23	<p>The report shall show the total percentage of each case type disposed. This percentage should be calculated by taking the total of a specific case type processed and dividing it by the total number of Protection Orders processed (located under Grand Totals) for the reporting period.</p> <table><tr><td colspan="3">0-10 days</td><td>Sub-Ttl</td><td colspan="3">11-30 days</td><td>Sub-Ttl</td><td colspan="3">31+ days</td><td>Sub-Ttl</td><td colspan="2">Total Cases</td></tr><tr><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td></tr><tr><td>24</td><td>32</td><td>12</td><td>68</td><td>12</td><td>5</td><td>6</td><td>23</td><td>1</td><td>1</td><td>0</td><td>2</td><td>37</td><td>38</td></tr><tr><td>67%</td><td>86%</td><td>67%</td><td>73%</td><td>33%</td><td>14%</td><td>6%</td><td>25</td><td>50%</td><td>50%</td><td>0%</td><td>2%</td><td>40%</td><td>41%</td></tr></table>	0-10 days			Sub-Ttl	11-30 days			Sub-Ttl	31+ days			Sub-Ttl	Total Cases		OP	IH	IAW		OP	IH	IAW		OP	IH	IAW		OP	IH	24	32	12	68	12	5	6	23	1	1	0	2	37	38	67%	86%	67%	73%	33%	14%	6%	25	50%	50%	0%	2%	40%	41%
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CDS-24	This report shall show the grand total of all protection orders processed under the column titled <i>Grand Total</i> .																																																								
CDS-25	The report shall display to the user the subtotal (count and percentage) for each gap.																																																								
CDS-26	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.																																																								

Protection Orders: Contested Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description				
See Exhibit 6 for report mockup					
CAD-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.				
CAD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Case Title 4. Judge 5. Case Type 6. Next Hearing Date 7. PO Hearing Request Date 8. Total Active Days 				
CAD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.				
CAD-04	In the header of the report the following language shall be displayed: Standard: 90% within 10 days, 98% within 30 days.				
CAD-05	The columns of the report shall be populated with the corresponding data from the case management system.				
CAD-06	On the column titled "Next Hearing Date", the report shall show the first future hearing date after the current date.				
CAD-07	On the column titled "Next Hearing Date", the report shall show the highest number sequence if there are multiple sequences on the same date and time.				
CAD-08	This report shall only capture cases that <ol style="list-style-type: none"> 1. have a request for hearing by the defendant AND <ol style="list-style-type: none"> 2. do NOT have a stop code entered on them 				
CAD-09	The system shall start recording time when a request for a protection order hearing is requested by the defendant on a case <i>after</i> an existing event code of 7151 – PO Issued.				
CAD-10	The system shall recognize the PO Hearing Request date as the date associated with the start code.				
CAD-11	The system shall recognize only the following as start codes: <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7155</td><td>PO Hearing Requested</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	7155	PO Hearing Requested
AZTEC EVENT CODE	General Description				
7155	PO Hearing Requested				
CAD-12	The system shall recognize the result date as the date associated with the stop code.				

Protection Orders: Contested Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description												
CAD-13	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7159</td><td>PO Modified</td></tr> <tr> <td>7160</td><td>PO Remains in Effect</td></tr> <tr> <td>7161</td><td>PO Quashed/Dismissed</td></tr> <tr> <td>7163</td><td>PO Transferred Out</td></tr> <tr> <td>7164</td><td>PO Hearing Cancelled</td></tr> </tbody> </table> <p>Note: The system shall recognize that if there is a stop code, the case should not be included on the report.</p>	AZTEC EVENT CODE	General Description	7159	PO Modified	7160	PO Remains in Effect	7161	PO Quashed/Dismissed	7163	PO Transferred Out	7164	PO Hearing Cancelled
AZTEC EVENT CODE	General Description												
7159	PO Modified												
7160	PO Remains in Effect												
7161	PO Quashed/Dismissed												
7163	PO Transferred Out												
7164	PO Hearing Cancelled												
CAD-14	<p>The system shall calculate the Total Active Days as follows: Current Date – Filing Date (Start Code) = Total Active Days</p>												
CAD-15	<p>The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”</p>												
CAD-16	<p>The report shall show the total number of cases that are active as of the day the report is run by the user, for the selected time period.</p>												
CAD-17	<p>The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.</p>												

Protection Orders: Pre-Issuance Hearings Reporting

Pre-Issuance Hearings are typically scheduled after an Ex Parte Hearing is held in situations where the judge feels there is inadequate information on which to base the order and wants to hear from both parties. Statute requires pre-issuance hearings to be scheduled within 10 days with reasonable notice to the defendant.

This section details the functionality required for the development of a time-to-disposition report and an age of active pending caseload report from the case management systems. There is no excluded time.

The time-to-disposition report shall measure the number of days from the date the pre-issuance hearing is set to the date the protective order is issued or denied. The report should reflect the total number and percentage of cases meeting the standard set by statute.

The age of active pending caseload report shall pull all cases **without** a disposition or stop code (e.g., order issued or denied) and shall measure the number of days from the date the pre-issuance hearing is set through the date the report is run. The report should reflect the total number and percentage of cases meeting the standard set by statute.

There is no provisional standard for pre-issuance hearings. But pursuant to Arizona law, (A.R.S. §§ 12-1809(E), 12-1810(E), 13-3602(F) and Rules 23(k), 25(h), 26(g), ARPOP) if, after the ex parte hearing, the judicial officer has insufficient information to grant the order, the judicial officer may deny the request or set a hearing within **10 days** with reasonable notice to the defendant.

Measurement: The date the pre-issuance hearing is set to the date the protective order is issued or denied.

Excluded Time: No excluded time.

Protection Orders: Pre-Issuance Time to Disposition Detailed Report								
Requirement ID #	Functional Requirements Description							
See Exhibit 7 for report mockup								
PIDD-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.							
PIDD-02	The report shall display to the user the following fields from left to right: <div><div>1. Case Number</div><div>2. Filing Date</div><div>3. Case Title</div><div>4. Judge</div><div>5. Case Type</div><div>6. Pre-Issuance Hearing Set Date</div><div>7. Result</div><div>8. Result Date</div><div>9. Total Active Days</div></div>							
PIDD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.							
PIDD-04	The columns of the report shall be populated with the corresponding data from the case management system.							
PIDD-05	This report shall only capture protective order cases that have <div><div>1. been set for a pre-issuance hearing</div><div>AND</div><div>2. a stop code entered on them</div></div>							
PIDD-06	The system shall start recording time when a pre-issuance hearing is set for a protection order on a case that does NOT have an event code indicating that the PO was granted or denied.							
PIDD-07	The system shall recognize only the following as start codes: <table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>7156</td><td>PO Hearing Set</td></tr><tr><td>7158</td><td>PO Hearing Continued</td></tr></table>		AZTEC EVENT CODE	General Description	7156	PO Hearing Set	7158	PO Hearing Continued
AZTEC EVENT CODE	General Description							
7156	PO Hearing Set							
7158	PO Hearing Continued							

Protection Orders: Pre-Issuance Time to Disposition Detailed Report		
Requirement ID #	Functional Requirements Description	
PIDD-08	The system shall recognize only the following as stop codes:	
	AZTEC EVENT CODE	General Description
	7151	PO Issued/Granted
	7152	PO Denied
	7163	PO Transferred Out
PIDD-09	The system shall recognize the result date as the date associated with the stop code.	
PIDD-10	The “Result” column on the report shall display the general description that is associated with the stop code.	
PIDD-11	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the earliest stop code entered.	
PIDD-12	The system shall calculate the Total Active Days to Disposition as follows: Result Date (Stop Code) – Pre-issuance Hearing Event Entered Date (Start Code) = Total Active Days to Disposition	
PIDD-13	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.	
PIDD-14	The report shall not display the case parties if a case is sealed. Instead populate the Case party name fields with text ‘SEALED’.	

Protection Orders: Pre-Issuance Time to Disposition Summary Report		
Requirement ID #	Functional Requirements Description	
	See Exhibit 8 for report mockup	
PIDS-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.	
PIDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detail report.	
PIDS-03	The columns of the report shall be populated with the corresponding data from the case management system.	
PIDS-04	This report shall only capture protective order cases that have <ul style="list-style-type: none"> 1. been set for a pre-issuance hearing AND 2. a stop code entered on them 	
PIDS-05	The system shall start recording time when a pre-issuance hearing is set for a protection order on a case that does NOT have an event code indicating that the PO was granted or denied.	

Protection Orders: Pre-Issuance Time to Disposition Summary Report		
Requirement ID #	Functional Requirements Description	
PIDS-06	The system shall recognize only the following as start codes:	
	AZTEC EVENT CODE	General Description
	7156	PO Hearing Set
	7158	PO Hearing Continued
PIDS-07	The system shall recognize only the following as stop codes:	
	AZTEC EVENT CODE	General Description
	7151	PO Issued/Granted
	7152	PO Denied
	7163	PO Transferred Out
PIDS-08	The system shall recognize the result date as the date associated with the stop code.	
PIDS-09	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the earliest stop code entered.	
PIDS-10	The system shall calculate the Total Active Days to Disposition as follows: Result Date (Stop Code) – Pre-issuance Hearing Event Entered Date (Start Code) = Total Active Days to Disposition	
PIDS-11	The report shall show the total count and percentage of all Protection Orders disposed within 10 days. These calculations shall be shown under the column titled <i>Subtotal</i> .	
PIDS-12	The report shall show the total count and percentage of all Protection Orders disposed within 11-30 days. These calculations shall be shown under the column titled <i>Subtotal</i> .	
PIDS-13	The report shall show the total count and percentage of all Protection Orders disposed over 30 days. These calculations shall be shown under the column titled <i>Subtotal</i> .	
PIDS-14	The report shall show the grand total count and percentage of all Protection Orders disposed. These calculations shall be shown under the column titled <i>Grand Totals</i> .	
PIDS-15	The report shall: <ol style="list-style-type: none"> 1. Show the total count of each “case type” disposed within 10 days. The “case type” categories can be seen in the chart below. 2. Show the number of each “case type” in the column titled <i>0-10 days</i>. 	
	AZTEC CASE TYPE CODE	General Description
	D15	DR – ORDER OF PROTECTION
	C62	INJUNCTION AGAINST HARASSMENT
	C64	INJ AGAINST WORKPLACE HARASSMENT

Protection Orders: Pre-Issuance Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																																																								
PIDS-16	<p>The report shall show the total percentage of each case type disposed within 10 days. This percentage should be calculated by taking the total of a specific case type processed within 10 days and dividing it by the total number of that specific case type processed within the reporting period.</p> <p>Example:</p> <table><tr><td colspan="3">0-10 days</td><td>Sub-Ttl</td><td colspan="3">11-30 days</td><td>Sub-Ttl</td><td colspan="3">31+ days</td><td>Sub-Ttl</td><td colspan="2">Total Cases</td></tr><tr><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td></tr><tr><td>24</td><td>32</td><td>12</td><td>68</td><td>12</td><td>5</td><td>6</td><td>23</td><td>1</td><td>1</td><td>0</td><td>2</td><td>37</td><td>38</td></tr><tr><td>67%</td><td>86%</td><td>67%</td><td>73%</td><td>33%</td><td>14%</td><td>6%</td><td>25</td><td>50%</td><td>50%</td><td>0%</td><td>2%</td><td>40%</td><td>41%</td></tr></table>	0-10 days			Sub-Ttl	11-30 days			Sub-Ttl	31+ days			Sub-Ttl	Total Cases		OP	IH	IAW		OP	IH	IAW		OP	IH	IAW		OP	IH	24	32	12	68	12	5	6	23	1	1	0	2	37	38	67%	86%	67%	73%	33%	14%	6%	25	50%	50%	0%	2%	40%	41%
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PIDS-17	<p>The report shall:</p> <ol style="list-style-type: none">1. Show the total count of each “case type” disposed within 11-30 days. The “case type” categories can be seen in the chart below.2. Show the number of each “case type” in the column titled <i>11-30 days</i>. <table><tr><th>AZTEC CASE TYPE CODE</th><th>General Description</th><th>Column Subtitle</th></tr><tr><td>D15</td><td>DR – ORDER OF PROTECTION</td><td>OP</td></tr><tr><td>C62</td><td>INJUNCTION AGAINST HARASSMENT</td><td>IAH</td></tr><tr><td>C64</td><td>INJ AGAINST WORKPLACE HARASSMENT</td><td>IWH</td></tr></table>	AZTEC CASE TYPE CODE	General Description	Column Subtitle	D15	DR – ORDER OF PROTECTION	OP	C62	INJUNCTION AGAINST HARASSMENT	IAH	C64	INJ AGAINST WORKPLACE HARASSMENT	IWH																																												
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PIDS-18	<p>The report shall show the total percentage of each case type disposed within 11-30 days. This percentage should be calculated by taking the total of a specific case type processed within 11-30 days and dividing it by the total number of that specific case type processed within the reporting period.</p> <p>Example:</p> <table><tr><td colspan="3">0-10 days</td><td>Sub-Ttl</td><td colspan="3">11-30 days</td><td>Sub-Ttl</td><td colspan="3">31+ days</td><td>Sub-Ttl</td><td colspan="2">Total of Each</td></tr><tr><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td></tr><tr><td>24</td><td>32</td><td>12</td><td>68</td><td>12</td><td>5</td><td>6</td><td>23</td><td>1</td><td>1</td><td>0</td><td>2</td><td>37</td><td>38</td></tr><tr><td>65%</td><td>84%</td><td>67%</td><td>73%</td><td>32%</td><td>13%</td><td>33 %</td><td>25</td><td>3%</td><td>3%</td><td>0%</td><td>2%</td><td>40%</td><td>41%</td></tr></table>	0-10 days			Sub-Ttl	11-30 days			Sub-Ttl	31+ days			Sub-Ttl	Total of Each		OP	IH	IAW		OP	IH	IAW		OP	IH	IAW		OP	IH	24	32	12	68	12	5	6	23	1	1	0	2	37	38	65%	84%	67%	73%	32%	13%	33 %	25	3%	3%	0%	2%	40%	41%
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PIDS-19	<p>The report shall:</p> <ol style="list-style-type: none">1. Show the total count of each “case type” disposed over 30 days per Assignment. The “case type” categories can be seen in the chart below.2. Show the number of each “case type” in the column titled <i>31+ days</i>. <table><tr><th>AZTEC CASE TYPE CODE</th><th>General Description</th><th>Column Subtitle</th></tr></table>	AZTEC CASE TYPE CODE	General Description	Column Subtitle																																																					
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Protection Orders: Pre-Issuance Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																																																																					
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PIDS-20	<p>The report shall show the total percentage of each case type disposed over 30 days. This percentage should be calculated by taking the total of a specific case type processed over 30 days and dividing it by the total number of that specific case type processed within the reporting period.</p> <p>Example:</p> <table><tr><td colspan="3">0-10 days</td><td>Sub-Ttl</td><td colspan="3">11-30 days</td><td>Sub-Ttl</td><td colspan="3">31+ days</td><td>Sub-Ttl</td><td colspan="2">Total of Each</td></tr><tr><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td><td>IAW</td><td></td><td>OP</td><td>IH</td></tr><tr><td>24</td><td>32</td><td>12</td><td>68</td><td>12</td><td>5</td><td>6</td><td>23</td><td>1</td><td>1</td><td>0</td><td>2</td><td>37</td><td>38</td></tr><tr><td>65%</td><td>84%</td><td>67%</td><td>73%</td><td>32%</td><td>13%</td><td>33 %</td><td>25</td><td>3%</td><td>3%</td><td>0%</td><td>2%</td><td>40%</td><td>41%</td></tr></table>														0-10 days			Sub-Ttl	11-30 days			Sub-Ttl	31+ days			Sub-Ttl	Total of Each		OP	IH	IAW		OP	IH	IAW		OP	IH	IAW		OP	IH	24	32	12	68	12	5	6	23	1	1	0	2	37	38	65%	84%	67%	73%	32%	13%	33 %	25	3%	3%	0%	2%	40%	41%
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65%	84%	67%	73%	32%	13%	33 %	25	3%	3%	0%	2%	40%	41%																																																									
PIDS-21	<p>The report shall:</p> <ol style="list-style-type: none">1. Show the total count of each case type disposed, and2. Show these calculations as subtitles under the column titled <i>Total Cases</i>. <table><tr><th>AZTEC CASE TYPE CODE</th><th>General Description</th><th>Column Subtitle</th></tr><tr><td>D15</td><td>DR – ORDER OF PROTECTION</td><td>OP</td></tr><tr><td>C62</td><td>INJUNCTION AGAINST HARASSMENT</td><td>IAH</td></tr><tr><td>C64</td><td>INJ AGAINST WORKPLACE HARASSMENT</td><td>IWH</td></tr></table>														AZTEC CASE TYPE CODE	General Description	Column Subtitle	D15	DR – ORDER OF PROTECTION	OP	C62	INJUNCTION AGAINST HARASSMENT	IAH	C64	INJ AGAINST WORKPLACE HARASSMENT	IWH																																												
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Protection Orders: Pre-Issuance Time to Disposition Summary Report														
Requirement ID #	Functional Requirements Description													
PIDS-22	The report shall show the total percentage of each case type disposed. This percentage should be calculated by taking the total of a specific case type processed and dividing it by the total number of Protection Orders processed (located under Grand Totals) for the reporting period.													
	0-10 days			Sub-Ttl	11-30 days			Sub-Ttl	31+ days			Sub-Ttl	Total Cases	
	OP	IH	IAW		OP	IH	IAW		OP	IH	IAW		OP	IH
	24	32	12	68	12	5	6	23	1	1	0	2	37	38
	67%	86%	67%	73%	33%	14%	6%	25	50%	50%	0%	2%	40%	41%
PIDS-23	This report shall show the grand total of all protection orders processed under the column titled <i>Grand Total</i> .													
PIDS-24	The report shall display to the user the subtotal (count and percentage) for each gap.													
PIDS-25	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.													

Protection Orders: Pre-Issuance Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
	See Exhibit 9 for report mockup
PIAD-01	This report shall be generated as a Crystal Report, and the user may decide to export the XML file with report data into CSV (comma delimited), Acrobat (PDF) file, Microsoft Excel, Microsoft Word, Rich Text Format, or Plain Text Format.
PIAD-02	<p>The report shall display to the user the following column titles from left to right:</p> <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Case Title 4. Judge 5. Case Type 6. Pre-Issuance Hearing Set Date 7. Hearing Date 8. Total Active Days
PIAD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
PIAD-04	The columns of the report shall be populated with the corresponding data from the case management system.

Protection Orders: Pre-Issuance Age of Active Pending Caseload Detailed Report									
Requirement ID #	Functional Requirements Description								
PIAD-05	On the column titled "Hearing Date", the report shall show the first future hearing date after the current date.								
PIAD-06	<p>This report shall only capture protective order cases that</p> <ol style="list-style-type: none"> 1. have been set for a pre-issuance hearing AND 2. do NOT have a stop code entered on them 								
PIAD-07	The system shall start recording time when a pre-issuance hearing is set for a protection order on a case that does NOT have an event code indicating that the PO was granted or denied.								
PIAD-08	<p>The system shall recognize only the following as start codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7156</td><td>PO Hearing Set</td></tr> <tr> <td>7158</td><td>PO Hearing Continued</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	7156	PO Hearing Set	7158	PO Hearing Continued		
AZTEC EVENT CODE	General Description								
7156	PO Hearing Set								
7158	PO Hearing Continued								
PIAD-09	The system shall recognize the result date as the date associated with the stop code.								
PIAD-10	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>7151</td><td>PO Issued/Granted</td></tr> <tr> <td>7152</td><td>PO Denied</td></tr> <tr> <td>7163</td><td>PO Transferred Out</td></tr> </tbody> </table> <p>Note: The system shall recognize that if there is a stop code, the case should not be included on the report.</p>	AZTEC EVENT CODE	General Description	7151	PO Issued/Granted	7152	PO Denied	7163	PO Transferred Out
AZTEC EVENT CODE	General Description								
7151	PO Issued/Granted								
7152	PO Denied								
7163	PO Transferred Out								
PIAD-11	<p>The system shall calculate the Total Active Days as follows:</p> <p>Current Date – Pre-issuance Hearing Event Entered Date (Start Code) = Total Active Days</p>								
PIAD-12	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating "To display all active pending cases, use a start date of 1/1/1900."								
PIAD-13	The report shall show the total number of cases that are active as of the day the report is run by the user, for the selected time period.								
PIAD-14	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text 'SEALED'.								

Civil Case Types –Justice and Municipal Courts

Reports are to be created that will measure the length of time it takes to process a case in the courts and make a determination as to whether the case processing time standards are achievable. Standards have been adopted for the following civil case types in the justice and municipal courts:

1. Civil Traffic
2. Civil Local Ordinances
3. Justice Court Civil Cases
4. Justice Court Eviction Actions
5. Justice Court Small Claims

Civil Local Ordinance Reporting

Civil Local Ordinances- A.R.S. §28-626(B)(2) and (3) states local authorities may enact ordinances or regulations relating to the control and movement of traffic that provide for the imposition of civil penalties as long as they do not conflict with state law.

Civil Local Ordinance: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 10 for report mockup	
CODD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CODD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Defendant's Name and Charges 4. Judge 5. Disposition 6. Disposition Date 7. Days to Disposition 8. Excluded Days 9. Total Active Days to Disposition
CODD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
CODD-04	In the header of the report the following language shall be displayed: Standard: 75% within 60 days, 90% within 90 days and 98% within 180 days
CODD-05	The columns of the report shall be populated with the corresponding data from the case management system.

Civil Local Ordinance: Time to Disposition Detailed Report

Requirement ID #	Functional Requirements Description												
CODD-06	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as civil local ordinance cases AND 2. have a final disposition (Stop Code) entered on them AND 3. the final disposition (stop code) shall not be immediately followed by a disposition code of 00 <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>												
CODD-07	Parking ticket cases will be excluded from the report.												
CODD-08	The system shall start recording time when a civil local ordinance complaint is filed (filing date).												
CODD-09	The system shall recognize the filing date as the date associated with the start code.												
CODD-10	<p>The system shall recognize only the following as start codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr> <tr> <td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION						
AZTEC EVENT CODE	General Description												
5010	COMPLAINT FILED-PROSECUTOR												
5011	COMPLAINT FILED-UNIFORM CITATION												
CODD-11	The system shall recognize the result date as the date associated with the stop code.												
CODD-12	The "Disposition" column on the report shall display the disposition code that is associated with the stop code.												
CODD-13	The report shall display all the charges on the case.												
CODD-14	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition to follow the filing date.												
CODD-15	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.												
CODD-16	Each charge may have multiple final dispositions. The earliest final disposition not immediately followed by a 00 on a charge shall be used to calculate time.												
CODD-17	All charges in a case must have a final disposition. The disposition date associated with the last charge to receive a final disposition shall be used to calculate time.												
CODD-18	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>10</td><td>PLEA GUILTY/RESP SENT/SUSPEND</td></tr> <tr> <td>11</td><td>PLEA GUILTY/RESP SENT/IMPOSED</td></tr> <tr> <td>12</td><td>BAIL /DEPOSIT GIVEN/FORFEITED</td></tr> <tr> <td>20</td><td>JDGMT GUILTY/RESP SENTENCE SUSPEND</td></tr> <tr> <td>21</td><td>JDGMT GUILTY/RESP SENTENCE IMPOSED</td></tr> </tbody> </table>	AZTEC DISPOSITION CODE	General Description	10	PLEA GUILTY/RESP SENT/SUSPEND	11	PLEA GUILTY/RESP SENT/IMPOSED	12	BAIL /DEPOSIT GIVEN/FORFEITED	20	JDGMT GUILTY/RESP SENTENCE SUSPEND	21	JDGMT GUILTY/RESP SENTENCE IMPOSED
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20	JDGMT GUILTY/RESP SENTENCE SUSPEND												
21	JDGMT GUILTY/RESP SENTENCE IMPOSED												

Civil Local Ordinance: Time to Disposition Detailed Report

Requirement ID #	Functional Requirements Description	
	22	JDGMT GUILTY/RESP BAIL TO FINE
	30	JDGMT ACQUITTAL/NOT RESP
	43	COMPL DISMISSED BY COURT
	44	COMPL DISMISSED CTY ATTY
	45	COMPL DISMISSED BY OFFICER
	54	NRVC SUSPENSION
	58	FTA CIVIL; LICENSE SUSPENDED
	63	DEF TO ANOTHER COURT FOR PROS
	64	DEF TO ANOTHER COURT FOR PROS
	65	DEF TO ANOTHER OFFCER FOR PROS
	67	CHARGE AMENDED Sequence
	71	COURT PURGE
	76	SET ASIDE PURSUANT TO 13-907
	90	DEFENSIVE DRIVING/DISM NO MVD
	91	GUILTY/RESPONSIBLE/NO MVD RPT
	99	TRAFFIC OTHER/NO MVD RPT
	AC	ACQUITTED/NOT GUILTY
	AF	APPEAL AFFIRMED
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
	T2	TRANSFER- CHANGE JURISDICTION
	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT

Civil Local Ordinance: Time to Disposition Detailed Report			
Requirement ID #	Functional Requirements Description		
	T7	FUGITIVE EXTRADICTED	
	T8	FUGITIVE NOT EXTRADICTED	
	Z1	OTHER DISPOSITION	
CODD-19	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition		
CODD-20	See Excluded Time ET-01 thru ET-07 above to calculate Excluded Days.		
CODD-21	The system shall allow this report to be run by a user for a selected date range.		
CODD-22	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.		

Civil Local Ordinance: Time to Disposition Summary Report	
Requirement ID #	Functional Requirements Description
See Exhibit 11 for report mockup	
CODS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CODS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.
CODS-03	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 0-60 days 61-90 days 91-180 days 181+ days Totals
CODS-04	In the header of the report the following language shall be displayed: Standard: 75% within 60 days, 90% within 90 days and 98% within 180 days
CODS-05	The report shall display to the user the following row titles from top to bottom: <ol style="list-style-type: none"> Number of Cases Disposed Percentage of Total Cumulative Percentage
CODS-06	The summary report shall accommodate any number of assignments. Assignments will be set by the court's data.
CODS-07	This report shall only capture cases that <ol style="list-style-type: none"> have been designated as civil local ordinance cases

Civil Local Ordinance: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																																								
	<p>AND</p> <p>2. have a final disposition (Stop Code) entered on them</p> <p>AND</p> <p>3. the final disposition (stop code) shall not be immediately followed by a disposition code of 00</p> <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>																																								
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Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Civil Local Ordinance: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description	
	91	GUILTY/RESPONSIBLE/NO MVD RPT
	99	TRAFFIC OTHER/NO MVD RPT
	AC	ACQUITTED/NOT GUILTY
	AF	APPEAL AFFIRMED
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
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	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
CODS-14	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition to follow the filing date.	

Civil Local Ordinance: Time to Disposition Summary Report	
Requirement ID #	Functional Requirements Description
CODS-15	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.
CODS-16	Each charge may have multiple final dispositions. The earliest final disposition not immediately followed by a 00 on a charge shall be used to calculate time.
CODS-17	All charges in a case must have a final disposition. The disposition date associated with the last charge to receive a final disposition shall be used to calculate time.
CODS-18	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition
CODS-19	See Excluded Time ET-01 thru ET-07 above to calculate Excluded Days.
CODS-20	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.
CODS-21	The report shall show the total number of cases disposed, and the Total Active Days to Disposition determines in which of the following column categories they should be counted: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-90 days 3. 91-180 days 4. 180+ days 5. Totals
CODS-22	The report shall show the “percentage of total” cases disposed that fall into the following column categories: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-90 days 3. 91-180 days 4. 180+ days 5. Totals
CODS-23	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.
CODS-24	The report shall show the “cumulative percentage” of cases disposed that fall into the following column categories: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-90 days 3. 91-180 days 4. 180+ days

Civil Local Ordinance: Time to Disposition Summary Report																																												
Requirement ID #	Functional Requirements Description																																											
	5. Totals																																											
CODS-25	<p>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</p> <p>For example:</p> <table border="1"> <thead> <tr> <th>DAYS</th><th>0-30</th><th>31-60</th><th>61-90</th><th>91-120</th><th>121-150</th><th>151-180</th><th>181+Days</th><th>Totals</th></tr> </thead> <tbody> <tr> <td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>4</td><td>3</td><td>2</td><td>0</td><td>27</td></tr> <tr> <td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>15%</td><td>11%</td><td>7%</td><td>0%</td><td></td></tr> <tr> <td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>81%</td><td>93%</td><td>100%</td><td>100%</td><td></td></tr> </tbody> </table> <p>5+7 =12 divided by 27 equals a cumulative percent of 44%.</p>								DAYS	0-30	31-60	61-90	91-120	121-150	151-180	181+Days	Totals	Number of cases	5	7	6	4	3	2	0	27	Percentage of total	19%	26%	22%	15%	11%	7%	0%		Cumulative percentage	19%	44%	67%	81%	93%	100%	100%	
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Cumulative percentage	19%	44%	67%	81%	93%	100%	100%																																					
CODS-26	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.																																											

Civil Local Ordinance: Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
	See Exhibit 12 for report mockup
COAD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
COAD-02	<p>The report shall display to the user the following column titles from left to right:</p> <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Defendant’s Name and Charge 4. Judge 5. Next Hearing Type

Civil Local Ordinance: Age of Active Pending Caseload Detailed Report									
Requirement ID #	Functional Requirements Description								
	6. Next Hearing Date 7. Days Pending 8. Excluded Days 9. Total Active Days								
COAD-03	In the header of the report the following language shall be displayed: Standard: 75% within 60 days, 90% within 90 days and 98% within 180 days								
COAD-04	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.								
COAD-05	The columns of the report shall be populated with the corresponding data from the case management system.								
COAD-06	On the column titled "Next Hearing Date", the report shall show the first future hearing date after the current date.								
COAD-07	On the column titled "Next Hearing Date", the report shall show the highest number sequence if there are multiple sequences on the same date and time.								
COAD-08	This report shall only capture cases that <ol style="list-style-type: none"> 1. have been designated as civil local ordinance cases AND 2. do NOT have a stop code entered on them OR have a stop code but the stop code is immediately followed by a disposition code of 00 and no other stop code exists <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>								
COAD-09	The system shall start recording time when a civil local ordinance complaint is filed (filing date).								
COAD-10	The system shall recognize the filing date as the date associated with the start code.								
COAD-11	The system shall recognize only the following as start codes: <table border="1" data-bbox="406 1373 1279 1524"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr> <tr> <td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION		
AZTEC EVENT CODE	General Description								
5010	COMPLAINT FILED-PROSECUTOR								
5011	COMPLAINT FILED-UNIFORM CITATION								
COAD-12	The system shall recognize the result date as the date associated with the stop code.								
COAD-13	The system shall recognize only the following as stop codes: <table border="1" data-bbox="406 1646 1377 1791"> <thead> <tr> <th>AZTEC DISPOSTION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>10</td><td>PLEA GUILTY/RESP SENT/SUSPEND</td></tr> <tr> <td>11</td><td>PLEA GUILTY/RESP SENT/IMPOSED</td></tr> <tr> <td>12</td><td>BAIL /DEPOSIT GIVEN/FORFEITED</td></tr> </tbody> </table>	AZTEC DISPOSTION CODE	General Description	10	PLEA GUILTY/RESP SENT/SUSPEND	11	PLEA GUILTY/RESP SENT/IMPOSED	12	BAIL /DEPOSIT GIVEN/FORFEITED
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Civil Local Ordinance: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description	
	20	JDGMT GUILTY/RESP SENTENCE SUSPEND
	21	JDGMT GUILTY/RESP SENTENCE IMPOSED
	22	JDGMT GUILTY/RESP BAIL TO FINE
	30	JDGMT ACQUITTAL/NOT RESP
	43	COMPL DISMISSED BY COURT
	44	COMPL DISMISSED CTY ATTY
	45	COMPL DISMISSED BY OFFICER
	54	NRVC SUSPENSION
	58	FTA CIVIL; LICENSE SUSPENDED
	63	DEF TO ANOTHER COURT FOR PROS
	64	DEF TO ANOTHER COURT FOR PROS
	65	DEF TO ANOTHER OFFCER FOR PROS
	67	CHARGE AMENDED Sequence
	71	COURT PURGE
	76	SET ASIDE PURSUANT TO 13-907
	90	DEFENSIVE DRIVING/DISM NO MVD
	91	GUILTY/RESPONSIBLE/NO MVD RPT
	99	TRAFFIC OTHER/NO MVD RPT
	AC	ACQUITTED/NOT GUILTY
	AF	APPEAL AFFIRMED
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
	T2	TRANSFER- CHANGE JURISDICTION
	T3	TRANSFER- BRANCH COURT

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Civil Local Ordinance: Age of Active Pending Caseload Detailed Report		
Requirement ID #	Functional Requirements Description	
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
	<p>Note: The system shall recognize that if there is a stop code, the case should not be included on the report.</p>	
COAD-14	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.	
COAD-15	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days	
COAD-16	See Excluded Time ET-01 thru ET-07 above to calculate Excluded Days.	
COAD-17	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”	
COAD-18	The report shall show the total number of cases that are active on the day the report is run by the user, corresponding with the user-defined filing date.	
COAD-19	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.	

Civil Local Ordinance: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
See Exhibit 13 for report mockup	
COAS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
COAS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.

Civil Local Ordinance: Age of Active Pending Caseload Summary Report									
Requirement ID #	Functional Requirements Description								
COAS-03	<p>The report shall display to the user the following column titles from left to right:</p> <ol style="list-style-type: none"> 1. 0-60 days 2. 61-90 days 3. 91-180 days 4. 180+ days 5. Totals 								
COAS-04	<p>In the header of the report the following language shall be displayed: Standard: 75% within 60 days, 90% within 90 days and 98% within 180 days</p>								
COAS-05	<p>The report must display to the user the following row titles from top to bottom:</p> <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage 								
COAS-06	<p>The columns of the report shall be populated with the corresponding data from the case management system.</p>								
COAS-07	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as civil local ordinance cases AND 2. do NOT have a stop code entered on them OR have a stop code but the stop code is immediately followed by a disposition code of 00 and no other stop code exists <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>								
COAS-08	<p>The system shall start recording time when a civil local ordinance complaint is filed (filing date).</p>								
COAS-09	<p>The system shall recognize the filing date as the date associated with the start code.</p>								
COAS-10	<p>The system shall recognize only the following as start codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr> <tr> <td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION		
AZTEC EVENT CODE	General Description								
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COAS-11	<p>The system shall recognize the result date as the date associated with the stop code.</p>								
COAS-12	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSTION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>10</td><td>PLEA GUILTY/RESP SENT/SUSPEND</td></tr> <tr> <td>11</td><td>PLEA GUILTY/RESP SENT/IMPOSED</td></tr> <tr> <td>12</td><td>BAIL /DEPOSIT GIVEN/FORFEITED</td></tr> </tbody> </table>	AZTEC DISPOSTION CODE	General Description	10	PLEA GUILTY/RESP SENT/SUSPEND	11	PLEA GUILTY/RESP SENT/IMPOSED	12	BAIL /DEPOSIT GIVEN/FORFEITED
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Civil Local Ordinance: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description	
	20	JDGMT GUILTY/RESP SENTENCE SUSPEND
	21	JDGMT GUILTY/RESP SENTENCE IMPOSED
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	71	COURT PURGE
	76	SET ASIDE PURSUANT TO 13-907
	90	DEFENSIVE DRIVING/DISM NO MVD
	91	GUILTY/RESPONSIBLE/NO MVD RPT
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	AC	ACQUITTED/NOT GUILTY
	AF	APPEAL AFFIRMED
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
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	M3	BOUND OVER TO SUPERIOR COURT
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Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Civil Local Ordinance: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description	
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
	Note: The system shall recognize that if there is a stop code, the case should not be included on the report.	
COAS-13	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.	
COAS-14	The system shall calculate the Total Active Days as follows: Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days	
COAS-15	See Excluded Time ET-01 thru ET-07 above to calculate Excluded Days.	
COAS-16	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”	
COAS-17	The report shall show the total number of cases that are active on the day the report is run by the user.	
COAS-18	The report shall show the total number of cases disposed, and the Total Active Days to Disposition determines in which of the following column categories they should be counted: 1. 0-60 days 2. 61-90 days 3. 91-180 days 4. 180+ days 5. Totals	
COAS-19	The report shall show the “percentage of total” active cases that fall into the following column categories: 1. 0-60 days 2. 61-90 days 3. 91-180 days	

Civil Local Ordinance: Age of Active Pending Caseload Summary Report																																												
Requirement ID #	Functional Requirements Description																																											
	4. 180+ days 5. Total (equals 100%)																																											
COAS-20	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.																																											
COAS-21	The report shall show the “cumulative percentage” of active cases that fall into the following column categories: 1. 0-60 days 2. 61-90 days 3. 91-180 days 4. 180+ days 5. Totals (equals 100%)																																											
COAS-22	The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases. For example: <table border="1"> <thead> <tr> <th>DAYS</th><th>0-30</th><th>31-60</th><th>61-90</th><th>91-120</th><th>121-150</th><th>151-180</th><th>181+Days</th><th>Totals</th></tr> </thead> <tbody> <tr> <td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>4</td><td>3</td><td>2</td><td>0</td><td>27</td></tr> <tr> <td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>15%</td><td>11%</td><td>7%</td><td>0%</td><td></td></tr> <tr> <td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>81%</td><td>93%</td><td>100%</td><td>100%</td><td></td></tr> </tbody> </table> 5+7 =12 divided by 27 equals a cumulative percent of 44%.								DAYS	0-30	31-60	61-90	91-120	121-150	151-180	181+Days	Totals	Number of cases	5	7	6	4	3	2	0	27	Percentage of total	19%	26%	22%	15%	11%	7%	0%		Cumulative percentage	19%	44%	67%	81%	93%	100%	100%	
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Civil Traffic Reporting

Civil Traffic – A violation of or failure or refusal to do or perform an act or thing required by chapter 3, 5, 7, or 8 or chapter 9, article 4 of Title 28 is a civil traffic violation unless the statute defining the violation provides for a different classification.

The following case processing time standards have been adopted for Civil Traffic cases in the justice and municipal courts by the Steering Committee:

80% within 60 days

98% within 90 days

- ✓ Civil local ordinance cases are excluded
- ✓ Photo-radar tickets are excluded
- ✓ Parking tickets are excluded

Measurement: Filing of Arizona Traffic Ticket and Complaint (ATTC) or by long-form complaint through disposition (e.g., dismissal, judgment)

Excluded Time: Pre-adjudication special action/appeals
Pre-adjudication diversions
Defensive driving school programs
Specialty courts/programs
Servicemembers Civil Relief Act

Civil Traffic: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 10 for report mockup	
CTDD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CTDD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none">1. Case Number2. Filing Date3. Defendant's Name and Charges4. Judge5. Disposition6. Disposition Date7. Days to Disposition8. Excluded Days9. Total Active Days

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Civil Traffic: Time to Disposition Detailed Report

Requirement ID #	Functional Requirements Description								
CTDD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.								
CTDD-04	In the header of the report the following language shall be displayed: Standard: 80% within 60 days, 98% within 90 days								
CTDD-05	The columns of the report shall be populated with the corresponding data from the case management system.								
CTDD-06	<p>This report shall only capture cases that</p> <ol style="list-style-type: none">1. have been designated as civil traffic cases AND2. have a final disposition (Stop Code) entered on them AND3. the final disposition (stop code) shall not be immediately followed by a disposition code of 00 <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>								
CTDD-07	The system shall recognize the case subtypes TR1 and TR5 and exclude the case categories of PR, PE, or PK.								
CTDD-08	<p>The following case types will be excluded from the report:</p> <ul style="list-style-type: none">• Civil local ordinances• Photo-radar tickets• Parking tickets								
CTDD-09	The system shall start recording time when a civil traffic complaint is filed (filing date).								
CTDD-10	The system shall recognize the filing date as the date associated with the start code.								
CTDD-11	<p>The system shall recognize only the following as start codes:</p> <table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr><tr><td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr></table>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION		
AZTEC EVENT CODE	General Description								
5010	COMPLAINT FILED-PROSECUTOR								
5011	COMPLAINT FILED-UNIFORM CITATION								
CTDD-12	<p>Each charge may have multiple final dispositions. The earliest final disposition on a charge that finally adjudicates the case shall be used to calculate time, unless immediately followed by a "00".</p> <p>EXAMPLE 1: Case is filed 1/1/2014</p> <table><tr><td><u>Charges</u></td><td><u>Disposition 1</u></td><td><u>Disposition 2</u></td><td><u>Disposition 3</u></td></tr><tr><td>Speeding</td><td>(58) 1/5/14</td><td>(59) 1/15/14</td><td>(11) 5/5/2014</td></tr></table> <p>[Filing date (1/1/2014)] – [First Final Disposition of the last charge disposed not immediately followed by a "00" (1/5/2014)] = 4 Total days to disposition</p>	<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>	Speeding	(58) 1/5/14	(59) 1/15/14	(11) 5/5/2014
<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>						
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Civil Traffic: Time to Disposition Detailed Report																																				
Requirement ID #	Functional Requirements Description																																			
	<p>EXAMPLE 2: Error on the case “00” entered in AZTEC</p> <p>Case is filed 1/1/2014</p> <table><tr><td><u>Charges</u></td><td><u>Disposition 1</u></td><td><u>Disposition 2</u></td><td><u>Disposition 3</u></td></tr><tr><td>Speeding</td><td>(58) 1/10/14</td><td>(00) 1/15/14</td><td>(11) 5/5/2014</td></tr></table> <p>[Filing date (1/1/2014)] – [First Final Disposition of the last charge disposed not immediately followed by a “00” (5/5/2014)] = 124 Total days to disposition</p>				<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>	Speeding	(58) 1/10/14	(00) 1/15/14	(11) 5/5/2014																								
<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>																																	
Speeding	(58) 1/10/14	(00) 1/15/14	(11) 5/5/2014																																	
CTDD-13	<p>All charges in a case must have a final disposition. The first final disposition date not immediately followed by a “00” and which is associated with the last charge to receive a final disposition shall be used to calculate time.</p> <p>EXAMPLE 1:</p> <p>Case is filed on 1/1/2014</p> <table><tr><td><u>Charges</u></td><td><u>Disposition 1</u></td><td><u>Disposition 2</u></td><td><u>Disposition 3</u></td></tr><tr><td>Speeding</td><td>(11) 1/5/14</td><td></td><td></td></tr><tr><td>Seatbelt</td><td>(11) 1/10/14</td><td></td><td></td></tr><tr><td>Red Light</td><td>(58) 1/5/14</td><td>(59) 1/15/14</td><td>(11) 5/5/2014</td></tr></table> <p>[Filing date (1/1/2014)] – [First Final Disposition of the last charge disposed (1/10/14)] = 9 Total days to disposition</p> <p>EXAMPLE 2: Error on the case “00” entered in AZTEC</p> <p>Case is filed on 1/1/2014</p> <table><tr><td><u>Charges</u></td><td><u>Disposition 1</u></td><td><u>Disposition 2</u></td><td><u>Disposition 3</u></td></tr><tr><td>Dog at Large</td><td>(11) 1/5/14</td><td>(00) 1/15/14</td><td>(11) 5/5/2014</td></tr><tr><td>Public Nuisance</td><td>(43) 1/10/14</td><td></td><td></td></tr><tr><td>Failure to Vaccinate</td><td>(11) 1/5/14</td><td></td><td></td></tr></table> <p>[Filing date (1/1/2014)] – [First Final Disposition of the last charge disposed (5/5/14)] = 124 Total days to disposition</p>				<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>	Speeding	(11) 1/5/14			Seatbelt	(11) 1/10/14			Red Light	(58) 1/5/14	(59) 1/15/14	(11) 5/5/2014	<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>	Dog at Large	(11) 1/5/14	(00) 1/15/14	(11) 5/5/2014	Public Nuisance	(43) 1/10/14			Failure to Vaccinate	(11) 1/5/14		
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CTDD-14	The system shall recognize the disposition date as the date associated with the stop code.																																			
CTDD-15	The “Disposition“ column on the report shall display the disposition code that is associated with the stop code.																																			
CTDD-16	The report shall display all the charges on the case.																																			
CTDD-17	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.																																			
CTDD-18	The system shall recognize only the following as stop codes:																																			
	AZTEC DISPOSTION CODE		General Description																																	
	10		PLEA GUILTY/RESP SENT/SUSPEND																																	

Civil Traffic: Time to Disposition Detailed Report

Requirement ID #	Functional Requirements Description	
	11	PLEA GUILTY/RESP SENT/IMPOSED
	12	BAIL /DEPOSIT GIVEN/FORFEITED
	20	JDGMT GUILTY/RESP SENTENCE SUSPEND
	21	JDGMT GUILTY/RESP SENTENCE IMPOSED
	22	JDGMT GUILTY/RESP BAIL TO FINE
	30	JDGMT ACQUITTAL/NOT RESP
	43	COMPL DISMISSED BY COURT
	44	COMPL DISMISSED CTY ATTY
	45	COMPL DISMISSED BY OFFICER
	54	NRVC SUSPENSION
	58	FTA CIVIL; LICENSE SUSPENDED
	63	DEF TO ANOTHER COURT FOR PROS
	64	DEF TO ANOTHER COURT FOR PROS
	65	DEF TO ANOTHER OFFCER FOR PROS
	67	CHARGE AMENDED Sequence
	71	COURT PURGE
	76	SET ASIDE PURSUANT TO 13-907
	90	DEFENSIVE DRIVING/DISM NO MVD
	91	GUILTY/RESPONSIBLE/NO MVD RPT
	99	TRAFFIC OTHER/NO MVD RPT
	AC	ACQUITTED/NOT GUILTY
	AF	APPEAL AFFIRMED
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Civil Traffic: Time to Disposition Detailed Report		
Requirement ID #	Functional Requirements Description	
	T2	TRANSFER- CHANGE JURISDICTION
	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
CTDD-19	The system shall calculate the Total Active Days to Disposition as follows: [Disposition Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition	
CTDD-20	See Excluded Time ET-01 thru ET-08 above to calculate Excluded Days.	
CTDD-21	The system shall allow this report to be run by a user for a selected date range to display cases within the selected date range.	
CTDD-22	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.	

Civil Traffic: Time to Disposition Summary Report	
Requirement ID #	Functional Requirements Description
See Exhibit 11 for report mockup	
CTDS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CTDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.
CTDS-03	The report shall display to the user the following column titles from left to right: 1. 0-60 days 2. 61-90 days 3. 91 + days 4. Totals
CTDS-04	The report shall display to the user the following row titles from top to bottom: 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage

Civil Traffic: Time to Disposition Summary Report									
Requirement ID #	Functional Requirements Description								
CTDS-05	In the header of the report the following language shall be displayed: Standard: 80% within 60 days, 98% within 90 days								
CTDS-06	The summary report shall accommodate any number of assignments. Assignments will be set by the court’s data.								
CTDS-07	<p>This report shall only capture cases that</p> <ol style="list-style-type: none">1. have been designated as civil traffic cases AND2. have a final disposition (Stop Code) entered on them AND3. the final disposition (stop code) shall not be immediately followed by a disposition code of 00 <p>Note: a disposition code of “00” indicates that the previous disposition was entered in error.</p>								
CTDS-08	The system shall capture all civil traffic cases with the case subtype TR1 and TR5 and the case category is not PR, PE, or PK.								
CTDS-09	<p>The following case types will be excluded from the report:</p> <ul style="list-style-type: none">• Civil local ordinances• Photo-radar tickets• Parking tickets								
CTDS-10	The system shall start recording time when a civil traffic complaint is filed (filing date).								
CTDS-11	The system shall recognize the filing date as the date associated with the start code.								
CTDS-12	<p>The system shall recognize only the following as start codes:</p> <table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr><tr><td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr></table>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION		
AZTEC EVENT CODE	General Description								
5010	COMPLAINT FILED-PROSECUTOR								
5011	COMPLAINT FILED-UNIFORM CITATION								
CTDS-13	<p>Each charge may have multiple final dispositions. The earliest final disposition on a charge that finally adjudicates the case shall be used to calculate time, unless immediately followed by a “00”.</p> <p>EXAMPLE 1:</p> <p>Case is filed 1/1/2014</p> <table><tr><td><u>Charges</u></td><td><u>Disposition 1</u></td><td><u>Disposition 2</u></td><td><u>Disposition 3</u></td></tr><tr><td>Speeding</td><td>(58) 1/5/14</td><td>(59) 1/15/14</td><td>(11) 5/5/2014</td></tr></table> <p>[Filing date (1/1/2014)] – [First Final Disposition of the last charge disposed not immediately followed by a “00” (1/5/2014)] = 4 Total days to disposition</p> <p>EXAMPLE 2: Error on the case “00” entered in AZTEC</p>	<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>	Speeding	(58) 1/5/14	(59) 1/15/14	(11) 5/5/2014
<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>						
Speeding	(58) 1/5/14	(59) 1/15/14	(11) 5/5/2014						

Civil Traffic: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																																
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Speeding	(58) 1/10/14	(00) 1/15/14	(11) 5/5/2014																														
CTDS-14	<p>All charges in a case must have a final disposition. The first final disposition date not immediately followed by a “00” and which is associated with the last charge to receive a final disposition shall be used to calculate time.</p> <p>EXAMPLE 1:</p> <p>Case is filed on 1/1/2014</p> <table><tr><td><u>Charges</u></td><td><u>Disposition 1</u></td><td><u>Disposition 2</u></td><td><u>Disposition 3</u></td></tr><tr><td>Speeding</td><td>(11) 1/5/14</td><td></td><td></td></tr><tr><td>Seatbelt</td><td>(11) 1/10/14</td><td></td><td></td></tr><tr><td>Red Light</td><td>(58) 1/5/14</td><td>(59) 1/15/14</td><td>(11) 5/5/2014</td></tr></table> <p>[Filing date (1/1/2014)] – [First Final Disposition of the last charge disposed (1/10/14)] = 9 Total days to disposition</p> <p>EXAMPLE 2: Error on the case “00” entered in AZTEC</p> <p>Case is filed on 1/1/2014</p> <table><tr><td><u>Charges</u></td><td><u>Disposition 1</u></td><td><u>Disposition 2</u></td><td><u>Disposition 3</u></td></tr><tr><td>Dog at Large</td><td>(11) 1/5/14</td><td>(00) 1/15/14</td><td>(11) 5/5/2014</td></tr><tr><td>Public Nuisance</td><td>(43) 1/10/14</td><td></td><td></td></tr><tr><td>Failure to Vaccinate</td><td>(11) 1/5/14</td><td></td><td></td></tr></table> <p>[Filing date (1/1/2014)] – [First Final Disposition of the last charge disposed (5/5/14)] = 124 Total days to disposition</p>	<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>	Speeding	(11) 1/5/14			Seatbelt	(11) 1/10/14			Red Light	(58) 1/5/14	(59) 1/15/14	(11) 5/5/2014	<u>Charges</u>	<u>Disposition 1</u>	<u>Disposition 2</u>	<u>Disposition 3</u>	Dog at Large	(11) 1/5/14	(00) 1/15/14	(11) 5/5/2014	Public Nuisance	(43) 1/10/14			Failure to Vaccinate	(11) 1/5/14		
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CTDS-16	<p>The system shall recognize only the following as stop codes:</p> <table><tr><th>AZTEC DISPOSTION CODE</th><th>General Description</th></tr><tr><td>10</td><td>PLEA GUILTY/RESP SENT/SUSPEND</td></tr><tr><td>11</td><td>PLEA GUILTY/RESP SENT/IMPOSED</td></tr><tr><td>12</td><td>BAIL /DEPOSIT GIVEN/FORFEITED</td></tr><tr><td>20</td><td>JDGMT GUILTY/RESP SENTENCE SUSPEND</td></tr><tr><td>21</td><td>JDGMT GUILTY/RESP SENTENCE IMPOSED</td></tr><tr><td>22</td><td>JDGMT GUILTY/RESP BAIL TO FINE</td></tr><tr><td>30</td><td>JDGMT ACQUITTAL/NOT RESP</td></tr></table>	AZTEC DISPOSTION CODE	General Description	10	PLEA GUILTY/RESP SENT/SUSPEND	11	PLEA GUILTY/RESP SENT/IMPOSED	12	BAIL /DEPOSIT GIVEN/FORFEITED	20	JDGMT GUILTY/RESP SENTENCE SUSPEND	21	JDGMT GUILTY/RESP SENTENCE IMPOSED	22	JDGMT GUILTY/RESP BAIL TO FINE	30	JDGMT ACQUITTAL/NOT RESP																
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Civil Traffic: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description	
	43	COMPL DISMISSED BY COURT
	44	COMPL DISMISSED CTY ATTY
	45	COMPL DISMISSED BY OFFICER
	54	NRVC SUSPENSION
	58	FTA CIVIL; LICENSE SUSPENDED
	63	DEF TO ANOTHER COURT FOR PROS
	64	DEF TO ANOTHER COURT FOR PROS
	65	DEF TO ANOTHER OFFCER FOR PROS
	67	CHARGE AMENDED Sequence
	71	COURT PURGE
	76	SET ASIDE PURSUANT TO 13-907
	90	DEFENSIVE DRIVING/DISM NO MVD
	91	GUILTY/RESPONSIBLE/NO MVD RPT
	99	TRAFFIC OTHER/NO MVD RPT
	AC	ACQUITTED/NOT GUILTY
	AF	APPEAL AFFIRMED
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
	T2	TRANSFER- CHANGE JURISDICTION
	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Civil Traffic: Time to Disposition Summary Report										
Requirement ID #	Functional Requirements Description									
CTDS-17	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.									
CTDS-18	The system shall calculate the Total Active Days to Disposition as follows: [Disposition Date (Stop Code) – Action Date (Start Code)] – Excluded Time = Total Active Days to Disposition									
CTDS-19	See Excluded Time ET-01 thru ET-08 above to calculate Excluded Days.									
CTDS-20	The system shall allow this report to be run by a user for a selected date range to display cases within the selected date range.									
CTDS-21	The report shall show the total number of cases disposed, and the Total Active Days determines in which of the following column categories they should be counted: 1. 0-60 days 2. 61-90 days 3. 91 + days 4. Totals									
CTDS-22	The report shall show the “percentage of total” cases disposed that fall into the following column categories: 1. 0-60 days 2. 61-90 days 3. 91 + days 4. Totals (equals 100%)									
CTDS-23	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.									
CTDS-24	The report shall show the “cumulative percentage” of cases disposed that fall into the following column categories (per assignment): 1. 0-60 days 2. 61-90 days 3. 91 + days 4. Totals									
CTDS-25	The report shall be presented in a way that clearly distinguishes one assignment from another.									
CTDS-26	The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases. For example: <table><tr><td>DAYS</td><td>0-60</td><td>61-90</td><td>91+</td><td>Totals</td></tr></table>					DAYS	0-60	61-90	91+	Totals
DAYS	0-60	61-90	91+	Totals						

Civil Traffic: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description				
	Number of cases	5	7	6	18
	Percentage of total	28%	39%	33%	
	Cumulative percentage	28%	67%	100%	
	5+7 =12 divided by 18 equals a cumulative percent of 67%				
CTDS-27	<p>The report shall show the Overall Totals which include the data for all assignments. This should be shown at the end of the report, after all assignments have been provided. Overall totals shall include the count, percentage of total, and cumulative percentage for the following report columns:</p> <ol style="list-style-type: none"> 1. 0-60 days 2. 61-90 days 3. 91 + days 4. Totals 				
CTDS-28	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.				

Civil Traffic: Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 12 for report mockup	
CTAD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CTAD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Defendant's Name and Charge 4. Judge 5. Next Hearing Type 6. Next Hearing Date 7. Days Pending 8. Excluded Days 9. Total Active Days
CTAD-03	In the header of the report the following language shall be displayed: Standard: 80% within 60 days, 98% within 90 days
CTAD-04	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
CTAD-05	The columns of the report shall be populated with the corresponding data from the case management system.
CTAD-06	On the column titled "Next Hearing Date", the report shall show the first future hearing date after the current date.
CTAD-07	On the column titled "Next Hearing Date", the report shall show the highest number sequence if there are multiple sequences on the same date and time.
CTAD-08	On the column titled "Next Hearing Type", the report shall show the event associated with the highest number sequence if there are multiple sequences on the same date and time.
CTAD-09	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as civil traffic cases <p>AND</p> <ol style="list-style-type: none"> 2. do NOT have a stop code entered on them <p>OR</p> <p>have a stop code but the stop code is immediately followed by a disposition code of 00 and no other stop code exists</p> <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>
CTAD-10	The system shall recognize the case subtypes TR1 and TR5 and exclude the case categories of PR, PE, or PK.
CTAD-11	The following case types will be excluded from the report:

Civil Traffic: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description																																																				
	<ul style="list-style-type: none"> • Civil local ordinances • Photo-radar tickets • Parking tickets 																																																				
CTAD-12	The system shall start recording time when a civil traffic complaint is filed (filing date).																																																				
CTAD-13	The system shall recognize the filing date as the date associated with the start code.																																																				
CTAD-14	<p>The system shall recognize only the following as start codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr> <tr> <td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION																																														
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Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Civil Traffic: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description	
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
	T2	TRANSFER- CHANGE JURISDICTION
	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
	Note: The system shall recognize that if there is a stop code, the case should not be included on the report.	
CTAD-17	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.	
CTAD-18	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days	
CTAD-19	See Excluded Time ET-01 thru ET-08 above to calculate Excluded Days.	
CTAD-20	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”	
CTAD-21	The report shall show the total number of cases that are active on the day the report is run by the user, for the cases filed within the user-selected date parameters.	
CTAD-22	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.	

Civil Traffic: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
See Exhibit 13 for report mockup	
CTAS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CTAS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.
CTAS-03	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-90 days 3. 91 + days 4. Totals
CTAS-04	In the header of the report the following language shall be displayed: Standard: 80% within 60 days, 98% within 90 days
CTAS-05	The report must display to the user the following row titles from top to bottom: <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage
CTAS-06	The columns of the report shall be populated with the corresponding data from the case management system.
CTAS-07	The summary report shall accommodate any number of assignments. Assignments will be set by the court's data.
CTAS-08	This report shall only capture cases that <ol style="list-style-type: none"> 1. have been designated as civil traffic cases AND 2. do NOT have a stop code entered on them OR have a stop code but the stop code is immediately followed by a disposition code of 00 and no other stop code exists <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>
CTAS-09	The system shall recognize the case subtypes TR1 and TR5 and exclude the case categories of PR, PE, or PK.
CTAS-10	The following case types will be excluded from the report: <ul style="list-style-type: none"> • Civil local ordinances • Photo-radar tickets • Parking tickets
CTAS-11	The system shall start recording time when a civil traffic complaint is filed (filing date).

Civil Traffic: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description																																																																		
CTAS-12	The system shall recognize the filing date as the date associated with the start code.																																																																		
CTAS-13	<p>The system shall recognize only the following as start codes:</p> <table> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> <tr> <td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr> <tr> <td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr> </table>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION																																																												
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Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Civil Traffic: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description	
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
	T2	TRANSFER- CHANGE JURISDICTION
	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
	Note: The system shall recognize that if there is a stop code, the case should not be included on the report.	
	CTAS-15	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.
CTAS-16	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days	
CTAS-17	See Excluded Time ET-01 thru ET-08 above to calculate Excluded Days.	
CTAS-18	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”	
CTAS-19	The report shall show the total number of cases that are active on the day the report is run by the user, for the cases filed within the user-selected date parameters.	
CTAS-20	The report shall show the total number of active cases, and the Total Active Days determines in which of the following column categories they should be counted: 1. 0-60 days 2. 61-90 days 3. 91 + days 4. Totals	
CTAS-21	The report shall show the “percentage of total” active cases that fall into the following column categories: 1. 0-60 days	

Civil Traffic: Age of Active Pending Caseload Summary Report																								
Requirement ID #	Functional Requirements Description																							
	<div>2. 61-90 days</div> <div>3. 91 + days</div> <div>4. Totals (equals 100%)</div>																							
CTAS-22	The “cumulative percentage” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.																							
CTAS-23	<div>The report shall show the “cumulative percentage” of active cases that fall into the following column categories:</div> <div><div>1. 0-60 days</div><div>2. 61-90 days</div><div>3. 91 + days</div><div>4. Totals</div></div>																							
CTAS-24	<div>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</div> <div>For example:</div> <table><tr><td>DAYS</td><td>0-60</td><td>61-90</td><td>91+</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>18</td></tr><tr><td>Percentage of total</td><td>28%</td><td>39%</td><td>33%</td><td></td></tr><tr><td>Cumulative percentage</td><td>28%</td><td>67%</td><td>100%</td><td></td></tr></table> <div>5+7 =12 divided by 18 equals a cumulative percent of 67%</div>				DAYS	0-60	61-90	91+	Totals	Number of cases	5	7	6	18	Percentage of total	28%	39%	33%		Cumulative percentage	28%	67%	100%	
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DUI Reporting

DUI – Misdemeanor DUI cases are defined as cases filed having a defendant with at least one charge of any of the following at the time the case is filed, or during the life of the case:

28-1381A1, 28-1381A2, 28-1381A3, 28-1381A4, 28-1382A, 28-1382A1, 28-1382A2, 28-692, 28-692A, 28-692A1, 28-692A2, 28-692A3, 28-692A4, 28-692B, 28-692I (letter I), 28-692L, 28-692M, 28-692O, 28-692P

If a DUI is added after the filing of the case, the case will be included in the count.

Re-filed cases are counted as new filings. ***Note*** Felony DUI charges, and boating and flying under the influence charges have been intentionally excluded for the purposes of this project.

The following case processing time standard has been adopted for DUI cases by the Steering Committee:

85% within 120 days

93% within 180 days

- ✓ Non-DUI criminal misdemeanor cases are excluded.
- ✓ Non-DUI criminal traffic cases are excluded.
- ✓ Criminal local ordinance cases are excluded.

Measurement: Filing of complaint through disposition (e.g., dismissal, acquittal, or judgment and sentencing).

Excluded Time: The following time will be excluded from measurement: pre-adjudication warrants, pre-adjudication Rule 11 mental competency proceedings, pre-adjudication diversion, specialty courts/programs, pre-adjudication special actions, and pre-adjudication appeals.

DUI: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 10 for report mockup	
DUIDD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
DUIDD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none">1. Case Number2. Name3. Filing Date4. Judicial Officer5. Active Days6. Count7. Sequence8. Charge
DUIDD-03	The report should list cases in sequential order beginning with the case with the lowest # of active days to the case with the highest # of active days.
DUIDD-04	In the header of the report the following language shall be displayed:

Limited Jurisdiction Time Standards Reporting Requirements

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Rev. Date: March 22, 2018

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DUI: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
	Standard: 85% within 120 days, 93% within 180 days
DUIDD-05	The columns of the report shall be populated with the corresponding data from the case management system.
DUIDD-06	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as DUI cases AND 2. have a final disposition (Stop Code) entered on them AND 3. the final disposition (stop code) shall not be immediately followed by a disposition code of 00 <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>
DUIDD-07	The system shall start recording time when a DUI complaint is filed (filing date).
DUIDD-08	<p>Post-adjudication warrant charges have presented a problem to the existing DUI reports for the following reasons:</p> <ul style="list-style-type: none"> • The DUI reports only track the charges based on the last disposition in the case. • The filing of a new charge for a warrant restarts the clock for time to disposition. This impacts the DUI Time to Disposition Reports. • Entry of the new charge code opens the case again and impacts the Age of Active Pending Reports. The case still appears on the report although the initial charges have been disposed. <p>Based on the reasons stated above, pre and post-adjudication warrant charges must be excluded when calculating time to disposition and age of active pending. The following charges should appear on this report, but should be excluded from time calculations:</p> <ul style="list-style-type: none"> • 13-2506 • 13-2506(A) • 13-2506(A)(1) • 13-2506(A)(2) • 13-2506(B) • 13-2507 • 13-2507(A) • 13-2507(B) • 12-863 • 12-863(A) • 12-863(B) • 13-2810

DUI: Time to Disposition Detailed Report																						
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	<ul style="list-style-type: none">• 13-2810(A)• 13-2810(A)(2)• 13-2810(B)• 13-3904• 13-3904(A)																					
DUIID-09	<p>The system shall recognize a case as a DUI when one or more of the following charge codes are filed as part of the case.</p> <table><tr><th>CHARGE CODE</th></tr><tr><td>28-1381A1</td></tr><tr><td>28-1381A2</td></tr><tr><td>28-1381A3</td></tr><tr><td>28-1381A4</td></tr><tr><td>28-1382A</td></tr><tr><td>28-1382A1</td></tr><tr><td>28-1382A2</td></tr><tr><td>28-692</td></tr><tr><td>28-692A</td></tr><tr><td>28-692A1</td></tr><tr><td>28-692A2</td></tr><tr><td>28-692A3</td></tr><tr><td>28-692A4</td></tr><tr><td>28-692B</td></tr><tr><td>28-692I (letter I)</td></tr><tr><td>28-692L</td></tr><tr><td>28-692M</td></tr><tr><td>28-692O</td></tr><tr><td>28-692P</td></tr></table>		CHARGE CODE	28-1381A1	28-1381A2	28-1381A3	28-1381A4	28-1382A	28-1382A1	28-1382A2	28-692	28-692A	28-692A1	28-692A2	28-692A3	28-692A4	28-692B	28-692I (letter I)	28-692L	28-692M	28-692O	28-692P
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DUIID-12	The system shall recognize the result date as the date associated with the stop code.																					
DUIID-13	The report shall display all the charges on the case.																					
DUIID-14	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition unless immediately followed by a 00.																					

DUI: Time to Disposition Detailed Report

Requirement ID #	Functional Requirements Description																																																																						
DUIDD-15	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.																																																																						
DUIDD-16	All charges in a case must have a final disposition. The disposition date associated with the last charge to receive a final disposition shall be used to calculate time.																																																																						
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Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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DUI: Time to Disposition Detailed Report		
Requirement ID #	Functional Requirements Description	
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
	T2	TRANSFER- CHANGE JURISDICTION
	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
DUIDD-18	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition	
DUIDD-19	See Excluded Time ET-01 thru ET-09 above to calculate Excluded Days.	
DUIDD-20	The system shall allow this report to be run by a user for a selected date range to display cases within the selected date range.	
DUIDD-21	The report shall not display the case parties if a case is sealed. Instead populate the Case party name fields with text 'SEALED'.	

DUI: Time to Disposition Summary Report	
Requirement ID #	Functional Requirements Description
See Exhibit 11 for report mockup	
DUIDS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
DUIDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.

DUI: Time to Disposition Summary Report	
Requirement ID #	Functional Requirements Description
DUIDS-03	<p>The report shall display to the user the following column titles:</p> <ol style="list-style-type: none"> 1. 0-30 days 2. 31-60 days 3. 61-90 days 4. 91-120 days 5. 121-150 days 6. 151-180 days 7. 181-210 days 8. 211-270 days 9. 271+ days 10. Totals
DUIDS-04	<p>In the header of the report the following language shall be displayed: Standard: 85% within 120 days, 93% within 180 days</p>
DUIDS-05	<p>The report shall display to the user the following row titles within each assignment from top to bottom:</p> <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total
DUIDS-06	<p>The summary report shall accommodate any number of assignments. Assignments will be set by the court's data.</p>
DUIDS-07	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as DUI cases AND 2. have a final disposition (Stop Code) entered on them AND 3. the final disposition (stop code) shall not be immediately followed by a disposition code of 00 <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>
DUIDS-08	<p>Post-adjudication warrant charges have presented a problem to the existing DUI reports for the following reasons:</p> <ul style="list-style-type: none"> • The DUI reports only track the charges based on the last disposition in the case. • The filing of a new charge for a warrant restarts the clock for time to disposition. This impacts the DUI Time to Disposition Reports.

DUI: Time to Disposition Summary Report														
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	<ul style="list-style-type: none">Entry of the new charge code opens the case again and impacts the Age of Active Pending Reports. The case still appears on the report although the initial charges have been disposed. <p>Based on the reasons stated above, pre and post-adjudication warrant charges must be excluded when calculating time to disposition and age of active pending. The following charges should appear on this report, but should be excluded from time calculations:</p> <ul style="list-style-type: none">13-250613-2506(A)13-2506(A)(1)13-2506(A)(2)13-2506(B)13-250713-2507(A)13-2507(B)12-86312-863(A)12-863(B)13-281013-2810(A)13-2810(A)(2)13-2810(B)13-390413-3904(A)													
DUIDS-09	The system shall start recording time when a DUI complaint is filed (filing date).													
DUIDS-10	<p>The system shall recognize a case as a DUI when one or more of the following charge codes are filed as part of the case.</p> <table><tr><th>CHARGE CODE</th></tr><tr><td>28-1381A1</td></tr><tr><td>28-1381A2</td></tr><tr><td>28-1381A3</td></tr><tr><td>28-1381A4</td></tr><tr><td>28-1382A</td></tr><tr><td>28-1382A1</td></tr><tr><td>28-1382A2</td></tr><tr><td>28-692</td></tr><tr><td>28-692A</td></tr><tr><td>28-692A1</td></tr><tr><td>28-692A2</td></tr><tr><td>28-692A3</td></tr></table>	CHARGE CODE	28-1381A1	28-1381A2	28-1381A3	28-1381A4	28-1382A	28-1382A1	28-1382A2	28-692	28-692A	28-692A1	28-692A2	28-692A3
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DUI: Time to Disposition Summary Report

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DUI: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description	
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	65	DEF TO ANOTHER OFFCER FOR PROS
	67	CHARGE AMENDED Sequence
	71	COURT PURGE
	76	SET ASIDE PURSUANT TO 13-907
	90	DEFENSIVE DRIVING/DISM NO MVD
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	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
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	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
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	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
DUIDS-18	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition	
DUIDS-19	See Excluded Time ET-01 thru ET-09 above to calculate Excluded Days.	
DUIDS-20	The system shall allow this report to be run by a user for a selected date range to display cases within the selected date range.	

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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DUI: Time to Disposition Summary Report	
Requirement ID #	Functional Requirements Description
DUIDS-21	<p>The report shall show the total number of cases disposed in the assignment name row and the Total Active Days to Disposition determines in which of the following column categories they should be counted:</p> <ol style="list-style-type: none"> 1. 0-30 days 2. 31-60 days 3. 61-90 days 4. 91-120 days 5. 121-150 days 6. 151-180 days 7. 181-210 days 8. 211-270 days 9. 271+ days 10. Totals
DUIDS-22	<p>The report shall show the “percentage of total” cases disposed that fall into the following column categories:</p> <ol style="list-style-type: none"> 1. 0-30 days 2. 31-60 days 3. 61-90 days 4. 91-120 days 5. 121-150 days 6. 151-180 days 7. 181-210 days 8. 211-270 days 9. 271+ days 10. Totals (equals 100%)
DUIDS-23	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.
DUIDS-24	The system shall allow this report to be run by a user for a selected date range to display cases within the selected date range.

DUI: Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 12 for report mockup	
DUIAD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
DUIAD-02	The report shall display to the user the following column titles: <ol style="list-style-type: none"> 1. Case Number 2. Defendant's Name 3. Filing Date 4. Judicial Officer 5. Active Days 6. County 7. Sequence 8. Charge
DUIAD-03	In the header of the report the following language shall be displayed: Standard: 85% within 120 days, 93% within 180 days
DUIAD-04	The report should list cases in sequential order beginning with the case with the lowest # of active days to the case with the highest # of active days.
DUIAD-05	The columns of the report shall be populated with the corresponding data from the case management system.
DUIAD-06	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as DUI cases <p>AND</p> <ol style="list-style-type: none"> 2. do NOT have a stop code entered on them <p>OR</p> <p>has a stop code but the stop code is immediately followed by a disposition code of 00 and no other stop code exists</p> <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>
DUIAD-07	<p>Post-adjudication warrant charges have presented a problem to the existing DUI reports for the following reasons:</p> <ul style="list-style-type: none"> • The DUI reports only track the charges based on the last disposition in the case. • The filing of a new charge for a warrant restarts the clock for time to disposition. This impacts the DUI Time to Disposition Reports. • Entry of the new charge code opens the case again and impacts the Age of Active Pending Reports. The case still appears on the report although the initial charges have been disposed.

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Requirement ID #	Functional Requirements Description																
	<p>Based on the reasons stated above, pre and post-adjudication warrant charges must be excluded when calculating time to disposition and age of active pending. The following charges should appear on this report, but should be excluded from time calculations:</p> <ul style="list-style-type: none">• 13-2506• 13-2506(A)• 13-2506(A)(1)• 13-2506(A)(2)• 13-2506(B)• 13-2507• 13-2507(A)• 13-2507(B)• 12-863• 12-863(A)• 12-863(B)• 13-2810• 13-2810(A)• 13-2810(A)(2)• 13-2810(B)• 13-3904• 13-3904(A)																
DUIAD-08	The system shall start recording time when a DUI complaint is filed (filing date).																
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28-692I (letter I)																	

DUI: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description	
	<div>28-692L</div> <div>28-692M</div> <div>28-692O</div> <div>28-692P</div>	
DUIAD-10	The system shall recognize the filing date as the date associated with the start code.	
DUIAD-11	The system shall recognize only the following as start codes:	
	<div>AZTEC EVENT CODE</div> <div>5010</div> <div>5011</div>	<div>General Description</div> <div>COMPLAINT FILED-PROSECUTOR</div> <div>COMPLAINT FILED-UNIFORM CITATION</div>
DUIAD-12	The system shall recognize the result date as the date associated with the stop code.	
DUIAD-13	The report shall display all the charges on the case.	
DUIAD-14	The system shall recognize only the following as stop codes:	
	<div>AZTEC DISPOSTION CODE</div> <div>10</div> <div>11</div> <div>12</div> <div>20</div> <div>21</div> <div>22</div> <div>30</div> <div>43</div> <div>44</div> <div>45</div> <div>54</div> <div>58</div> <div>63</div> <div>64</div> <div>65</div> <div>67</div> <div>71</div> <div>76</div> <div>90</div> <div>91</div> <div>99</div> <div>AC</div> <div>AF</div> <div>CD</div> <div>D1</div>	<div>General Description</div> <div>PLEA GUILTY/RESP SENT/SUSPEND</div> <div>PLEA GUILTY/RESP SENT/IMPOSED</div> <div>BAIL /DEPOSIT GIVEN/FORFEITED</div> <div>JDGMT GUILTY/RESP SENTENCE SUSPEND</div> <div>JDGMT GUILTY/RESP SENTENCE IMPOSED</div> <div>JDGMT GUILTY/RESP BAIL TO FINE</div> <div>JDGMT ACQUITTAL/NOT RESP</div> <div>COMPL DISMISSED BY COURT</div> <div>COMPL DISMISSED CTY ATTY</div> <div>COMPL DISMISSED BY OFFICER</div> <div>NRVC SUSPENSION</div> <div>FTA CIVIL; LICENSE SUSPENDED</div> <div>DEF TO ANOTHER COURT FOR PROS</div> <div>DEF TO ANOTHER COURT FOR PROS</div> <div>DEF TO ANOTHER OFFCER FOR PROS</div> <div>CHARGE AMENDED Sequence</div> <div>COURT PURGE</div> <div>SET ASIDE PURSUANT TO 13-907</div> <div>DEFENSIVE DRIVING/DISM NO MVD</div> <div>GUILTY/RESPONSIBLE/NO MVD RPT</div> <div>TRAFFIC OTHER/NO MVD RPT</div> <div>ACQUITTED/NOT GUILTY</div> <div>APPEAL AFFIRMED</div> <div>COURT DISMISSAL</div> <div>COURT DISMISSAL WITH PREJUDICE</div>

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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DUI: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description		
	D2	COURT DISMISSAL W/O PREJUDICE	
	D3	OTHER DISMISSAL WITH PREJUDICE	
	D4	OTHER DISMISSAL W/O PREJUDICE	
	GG	GUILTY	
	GI	GUILTY BUT INSANE	
	M2	SUPERVENING INDICTMENT	
	M3	BOUND OVER TO SUPERIOR COURT	
	M4	CERTIFIED TO MISDEMEANOR	
	M5	NO PROBABLE CAUSE	
	NF	NO COMPLAINT FILED	
	NP	NOLO CONTENDERE PLEA	
	NR	NOT REFERRED FOR PROSECUTION	
	PO	PLEA TO OTHER CHARGES	
	R1	REMANDED TO ANOTHER COURT	
	RI	NOT RESPONSIBLE/REASON INSANE	
	T1	TRANSFER- CHANGE OF VENUE	
	T2	TRANSFER- CHANGE JURISDICTION	
	T3	TRANSFER- BRANCH COURT	
	T4	TRANSFER- REASSIGN JUV COURT	
	T7	FUGITIVE EXTRADICTED	
	T8	FUGITIVE NOT EXTRADICTED	
	Z1	OTHER DISPOSITION	
	Note: The system shall recognize that if there is a stop code, the case should not be included on the report.		
	DUIAD-15	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.	
	DUIAD-16	The system shall calculate the Total Active Days as follows: Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days	
DUIAD-17	See Excluded Time ET-01 thru ET-09 above to calculate Excluded Days.		
DUIAD-18	The system shall show data from the beginning of time to the day the report is run by the user. There should not be a date range option available, the report is a snapshot in time.		

DUI: Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
DUIAD-19	The report shall show the total number of cases that are active on the day the report is run by the user.
DUIAD-20	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text 'SEALED'.

DUI: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
See Exhibit 13 for report mockup	
DUIAS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
DUIAS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.
DUIAS-03	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. 0-30 days 2. 31-60 days 3. 61-90 days 4. 91-120 days 5. 121-150 days 6. 151-180 days 7. 181-210 days 8. 211-270 days 9. 271 + days 10. Totals
DUIAS-04	In the header of the report the following language shall be displayed: Standard: 85% within 120 days, 93% within 180 days
DUIAS-05	The report shall display to the user the following row titles within each assignment from top to bottom: <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total
DUIAS-06	The columns of the report shall be populated with the corresponding data from the case management system.
DUIAS-07	The summary report shall accommodate any number of assignments. Assignments will be set by the court's data.
DUIAS-08	This report shall only capture cases that

DUI: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
	<ol style="list-style-type: none"> 1. Have been designated as DUI cases AND 2. do NOT have a stop code entered on them OR have a stop code but the stop code is immediately followed by a disposition code of 00 and no other stop code exists <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>
DUIAS-09	<p>Post-adjudication warrant charges have presented a problem to the existing DUI reports for the following reasons:</p> <ul style="list-style-type: none"> • The DUI reports only track the charges based on the last disposition in the case. • The filing of a new charge for a warrant restarts the clock for time to disposition. This impacts the DUI Time to Disposition Reports. • Entry of the new charge code opens the case again and impacts the Age of Active Pending Reports. The case still appears on the report although the initial charges have been disposed. <p>Based on the reasons stated above, pre and post-adjudication warrant charges must be excluded when calculating time to disposition and age of active pending. The following charges should appear on this report, but should be excluded from time calculations:</p> <ul style="list-style-type: none"> • 13-2506 • 13-2506(A) • 13-2506(A)(1) • 13-2506(A)(2) • 13-2506(B) • 13-2507 • 13-2507(A) • 13-2507(B) • 12-863 • 12-863(A) • 12-863(B) • 13-2810 • 13-2810(A) • 13-2810(A)(2) • 13-2810(B) • 13-3904

DUI: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description																				
	<ul style="list-style-type: none">13-3904(A)																				
DUIAS-10	The system shall start recording time when a DUI complaint is filed (filing date).																				
DUIAS-11	<div>The system shall recognize a case as a DUI when one or more of the following charge codes are filed as part of the case.<table><tr><th>CHARGE CODE</th></tr><tr><td>28-1381A1</td></tr><tr><td>28-1381A2</td></tr><tr><td>28-1381A3</td></tr><tr><td>28-1381A4</td></tr><tr><td>28-1382A</td></tr><tr><td>28-1382A1</td></tr><tr><td>28-1382A2</td></tr><tr><td>28-692</td></tr><tr><td>28-692A</td></tr><tr><td>28-692A1</td></tr><tr><td>28-692A2</td></tr><tr><td>28-692A3</td></tr><tr><td>28-692A4</td></tr><tr><td>28-692B</td></tr><tr><td>28-692I (letter I)</td></tr><tr><td>28-692L</td></tr><tr><td>28-692M</td></tr><tr><td>28-692O</td></tr><tr><td>28-692P</td></tr></table></div>	CHARGE CODE	28-1381A1	28-1381A2	28-1381A3	28-1381A4	28-1382A	28-1382A1	28-1382A2	28-692	28-692A	28-692A1	28-692A2	28-692A3	28-692A4	28-692B	28-692I (letter I)	28-692L	28-692M	28-692O	28-692P
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DUIAS-12	The system shall recognize the filing date as the date associated with the start code.																				
DUIAS-13	<div>The system shall recognize only the following as start codes:<table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr><tr><td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr></table></div>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION														
AZTEC EVENT CODE	General Description																				
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DUIAS-14	The system shall recognize the result date as the date associated with the stop code.																				
DUIAS-15	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition unless immediately followed by a 00.																				
DUIAS-16	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.																				

DUI: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description																																																																												
DUIAS-17	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSTION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr><td>10</td><td>PLEA GUILTY/RESP SENT/SUSPEND</td></tr> <tr><td>11</td><td>PLEA GUILTY/RESP SENT/IMPOSED</td></tr> <tr><td>12</td><td>BAIL /DEPOSIT GIVEN/FORFEITED</td></tr> <tr><td>20</td><td>JDGMT GUILTY/RESP SENTENCE SUSPEND</td></tr> <tr><td>21</td><td>JDGMT GUILTY/RESP SENTENCE IMPOSED</td></tr> <tr><td>22</td><td>JDGMT GUILTY/RESP BAIL TO FINE</td></tr> <tr><td>30</td><td>JDGMT ACQUITTAL/NOT RESP</td></tr> <tr><td>43</td><td>COMPL DISMISSED BY COURT</td></tr> <tr><td>44</td><td>COMPL DISMISSED CTY ATTY</td></tr> <tr><td>45</td><td>COMPL DISMISSED BY OFFICER</td></tr> <tr><td>54</td><td>NRVC SUSPENSION</td></tr> <tr><td>58</td><td>FTA CIVIL; LICENSE SUSPENDED</td></tr> <tr><td>63</td><td>DEF TO ANOTHER COURT FOR PROS</td></tr> <tr><td>64</td><td>DEF TO ANOTHER COURT FOR PROS</td></tr> <tr><td>65</td><td>DEF TO ANOTHER OFFCER FOR PROS</td></tr> <tr><td>67</td><td>CHARGE AMENDED Sequence</td></tr> <tr><td>71</td><td>COURT PURGE</td></tr> <tr><td>76</td><td>SET ASIDE PURSUANT TO 13-907</td></tr> <tr><td>90</td><td>DEFENSIVE DRIVING/DISM NO MVD</td></tr> <tr><td>91</td><td>GUILTY/RESPONSIBLE/NO MVD RPT</td></tr> <tr><td>99</td><td>TRAFFIC OTHER/NO MVD RPT</td></tr> <tr><td>AC</td><td>ACQUITTED/NOT GUILTY</td></tr> <tr><td>AF</td><td>APPEAL AFFIRMED</td></tr> <tr><td>CD</td><td>COURT DISMISSAL</td></tr> <tr><td>D1</td><td>COURT DISMISSAL WITH PREJUDICE</td></tr> <tr><td>D2</td><td>COURT DISMISSAL W/O PREJUDICE</td></tr> <tr><td>D3</td><td>OTHER DISMISSAL WITH PREJUDICE</td></tr> <tr><td>D4</td><td>OTHER DISMISSAL W/O PREJUDICE</td></tr> <tr><td>GG</td><td>GUILTY</td></tr> <tr><td>GI</td><td>GUILTY BUT INSANE</td></tr> <tr><td>M2</td><td>SUPERVENING INDICTMENT</td></tr> <tr><td>M3</td><td>BOUND OVER TO SUPERIOR COURT</td></tr> <tr><td>M4</td><td>CERTIFIED TO MISDEMEANOR</td></tr> <tr><td>M5</td><td>NO PROBABLE CAUSE</td></tr> <tr><td>NF</td><td>NO COMPLAINT FILED</td></tr> <tr><td>NP</td><td>NOLO CONTENDERE PLEA</td></tr> <tr><td>NR</td><td>NOT REFERRED FOR PROSECUTION</td></tr> </tbody> </table>	AZTEC DISPOSTION CODE	General Description	10	PLEA GUILTY/RESP SENT/SUSPEND	11	PLEA GUILTY/RESP SENT/IMPOSED	12	BAIL /DEPOSIT GIVEN/FORFEITED	20	JDGMT GUILTY/RESP SENTENCE SUSPEND	21	JDGMT GUILTY/RESP SENTENCE IMPOSED	22	JDGMT GUILTY/RESP BAIL TO FINE	30	JDGMT ACQUITTAL/NOT RESP	43	COMPL DISMISSED BY COURT	44	COMPL DISMISSED CTY ATTY	45	COMPL DISMISSED BY OFFICER	54	NRVC SUSPENSION	58	FTA CIVIL; LICENSE SUSPENDED	63	DEF TO ANOTHER COURT FOR PROS	64	DEF TO ANOTHER COURT FOR PROS	65	DEF TO ANOTHER OFFCER FOR PROS	67	CHARGE AMENDED Sequence	71	COURT PURGE	76	SET ASIDE PURSUANT TO 13-907	90	DEFENSIVE DRIVING/DISM NO MVD	91	GUILTY/RESPONSIBLE/NO MVD RPT	99	TRAFFIC OTHER/NO MVD RPT	AC	ACQUITTED/NOT GUILTY	AF	APPEAL AFFIRMED	CD	COURT DISMISSAL	D1	COURT DISMISSAL WITH PREJUDICE	D2	COURT DISMISSAL W/O PREJUDICE	D3	OTHER DISMISSAL WITH PREJUDICE	D4	OTHER DISMISSAL W/O PREJUDICE	GG	GUILTY	GI	GUILTY BUT INSANE	M2	SUPERVENING INDICTMENT	M3	BOUND OVER TO SUPERIOR COURT	M4	CERTIFIED TO MISDEMEANOR	M5	NO PROBABLE CAUSE	NF	NO COMPLAINT FILED	NP	NOLO CONTENDERE PLEA	NR	NOT REFERRED FOR PROSECUTION
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Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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DUI: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description																					
	<table><tr><td>PO</td><td>PLEA TO OTHER CHARGES</td></tr><tr><td>R1</td><td>REMANDED TO ANOTHER COURT</td></tr><tr><td>RI</td><td>NOT RESPONSIBLE/REASON INSANE</td></tr><tr><td>T1</td><td>TRANSFER- CHANGE OF VENUE</td></tr><tr><td>T2</td><td>TRANSFER- CHANGE JURISDICTION</td></tr><tr><td>T3</td><td>TRANSFER- BRANCH COURT</td></tr><tr><td>T4</td><td>TRANSFER- REASSIGN JUV COURT</td></tr><tr><td>T7</td><td>FUGITIVE EXTRADICTED</td></tr><tr><td>T8</td><td>FUGITIVE NOT EXTRADICTED</td></tr><tr><td>Z1</td><td>OTHER DISPOSITION</td></tr></table>	PO	PLEA TO OTHER CHARGES	R1	REMANDED TO ANOTHER COURT	RI	NOT RESPONSIBLE/REASON INSANE	T1	TRANSFER- CHANGE OF VENUE	T2	TRANSFER- CHANGE JURISDICTION	T3	TRANSFER- BRANCH COURT	T4	TRANSFER- REASSIGN JUV COURT	T7	FUGITIVE EXTRADICTED	T8	FUGITIVE NOT EXTRADICTED	Z1	OTHER DISPOSITION	
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	Note: The system shall recognize that if there is a stop code, the case should not be included on the report.																					
DUIAS-18	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.																					
DUIAS-19	The system shall calculate the Total Active Days as follows: Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days																					
DUIAS-20	See Excluded Time ET-01 thru ET-09 above to calculate Excluded Days.																					
DUIAS-21	The report shall show the total number of active cases, and the Total Active Days determines in which of the following column categories they should be counted: 1. 0-30 days 2. 31-60 days 3. 61-90 days 4. 91-120 days 5. 121-150 days 6. 151-180 days 7. 181-210 days 8. 211-270 days 9. 271+ days 10. Totals																					
DUIAS-22	The report shall show the “percentage of total” active cases that fall into the following column categories: 1. 0-30 days																					

DUI: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
	2. 31-60 days 3. 61-90 days 4. 91-120 days 5. 121-150 days 6. 151-180 days 7. 181-210 days 8. 211-270 days 9. 271+ days 10. Totals (equals 100%)
DUIAS-23	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.
DUIAS-24	The system shall show data from the beginning of time to the day the report is run by the user. There should not be a date range option available, the report is a snapshot in time. All cases that are active as of the date the report is run should appear.
DUIAS-25	The report shall show the total number of cases that are active on the day the report is run by the user.

Criminal Misdemeanor Reporting

Criminal Misdemeanor – “Misdemeanor” means an offense for which a sentence of a term of imprisonment other than to the custody of the state department of corrections is authorized by any law of this state. The maximum term of imprisonment is six months, and the maximum fine amount is \$2,500. This standard also includes criminal traffic. ARS § 28-121(A) states that the violation of the provisions in Title 28 are class 2 misdemeanors. This does not apply to chapters 3, 5, 7, or 8, or chapter 9, article 4 of this title.

The following first and second tiers are final but will be re-visited by the Steering Committee:

75% within 60 days

90% within 90 days

98% within 180 days

- ✓ Criminal traffic cases are included.
- ✓ Criminal local ordinances cases are included.
- ✓ Petty offenses are included.
- ✓ DUI cases are excluded; these cases have separate case processing standards.

Measurement: Filing of complaint through disposition (e.g., dismissal, acquittal, or judgment and sentencing).

Excluded Time: The following time will be excluded from measurement: warrant time, Rule 11 competency issues, pre-adjudication diversions, specialty courts/ programs, and pre-adjudication special action/appeals.

Criminal Misdemeanor: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 10 for report mockup	
CMDD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CMDD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none">1. Case Number2. Filing Date3. Defendant’s Name and Charges4. Judge5. Disposition6. Disposition Date7. Days to Disposition8. Excluded Days

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Criminal Misdemeanor: Time to Disposition Detailed Report																		
Requirement ID #	Functional Requirements Description																	
	9. Total Active Days to Disposition																	
CMDD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.																	
CMDD-04	In the header of the report the following language shall be displayed: Standard: 75% within 60 days, 90% within 90 days, 98% within 180 days																	
CMDD-05	The columns of the report shall be populated with the corresponding data from the case management system.																	
CMDD-06	<p>This report shall only capture cases that</p> <ul style="list-style-type: none">1. have been designated as Criminal Misdemeanor cases AND2. have a final disposition (Stop Code) entered on them AND3. the final disposition (stop code) shall not be immediately followed by a disposition code of 00 <p>Note: a disposition code of “00” indicates that the previous disposition was entered in error.</p>																	
CMDD-07	The system shall start recording time when a criminal misdemeanor complaint is filed (filing date).																	
CMDD-08	<p>The system shall recognize a case as a criminal misdemeanor when any criminal misdemeanor charge is filed, with the EXCEPTION of the following, as they shall be counted on the DUI report:</p> <table><tr><th>CHARGE CODE</th></tr><tr><td>28-1381A1</td></tr><tr><td>28-1381A2</td></tr><tr><td>28-1381A3</td></tr><tr><td>28-1381A4</td></tr><tr><td>28-1382A</td></tr><tr><td>28-1382A1</td></tr><tr><td>28-1382A2</td></tr><tr><td>28-692</td></tr><tr><td>28-692A</td></tr><tr><td>28-692A1</td></tr><tr><td>28-692A2</td></tr><tr><td>28-692A3</td></tr><tr><td>28-692A4</td></tr><tr><td>28-692B</td></tr><tr><td>28-692I (letter I)</td></tr><tr><td>28-692L</td></tr></table>	CHARGE CODE	28-1381A1	28-1381A2	28-1381A3	28-1381A4	28-1382A	28-1382A1	28-1382A2	28-692	28-692A	28-692A1	28-692A2	28-692A3	28-692A4	28-692B	28-692I (letter I)	28-692L
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Criminal Misdemeanor: Time to Disposition Detailed Report								
Requirement ID #	Functional Requirements Description							
	<div>28-692M</div> <div>28-692O</div> <div>28-692P</div>							
CMDD-09	<p>Post-adjudication warrant charges have presented a problem to the existing criminal misdemeanor reports for the following reasons:</p> <ul style="list-style-type: none">• The criminal misdemeanor reports only track the charges based on the last disposition in the case.• The filing of a new charge for a warrant restarts the clock for time to disposition. This impacts the Criminal Misdemeanor Time to Disposition Reports.• Entry of the new charge code opens the case again and impacts the Age of Active Pending Reports. The case still appears on the report although the initial charges have been disposed. <p>Based on the reasons stated above, pre and post-adjudication warrant charges must be excluded when calculating time to disposition and age of active pending. The following charges should appear on this report, but should be excluded from time calculations:</p> <ul style="list-style-type: none">• 13-2506• 13-2506(A)• 13-2506(A)(1)• 13-2506(A)(2)• 13-2506(B)• 13-2507• 13-2507(A)• 13-2507(B)• 12-863• 12-863(A)• 12-863(B)• 13-2810• 13-2810(A)• 13-2810(A)(2)• 13-2810(B)• 13-3904• 13-3904(A)							
CMDD-10	The system shall recognize the filing date as the date associated with the start code.							
CMDD-11	The system shall recognize only the following as start codes:							
	<table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>5010</td><td>COMPLAINT FILED-PROSECUTOR</td></tr><tr><td>5011</td><td>COMPLAINT FILED-UNIFORM CITATION</td></tr></table>	AZTEC EVENT CODE	General Description	5010	COMPLAINT FILED-PROSECUTOR	5011	COMPLAINT FILED-UNIFORM CITATION	
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5011	COMPLAINT FILED-UNIFORM CITATION							

Criminal Misdemeanor: Time to Disposition Detailed Report

Requirement ID #	Functional Requirements Description																																																								
CMDD-12	The system shall recognize the result date as the date associated with the stop code.																																																								
CMDD-13	The report shall display all the charges on the case.																																																								
CMDD-14	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition unless immediately followed by a 00.																																																								
CMDD-15	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.																																																								
CMDD-16	All charges in a case must have a final disposition. The disposition date associated with the last charge to receive a final disposition shall be used to calculate time.																																																								
CMDD-17	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSTION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr><td>10</td><td>PLEA GUILTY/RESP SENT/SUSPEND</td></tr> <tr><td>11</td><td>PLEA GUILTY/RESP SENT/IMPOSED</td></tr> <tr><td>12</td><td>BAIL /DEPOSIT GIVEN/FORFEITED</td></tr> <tr><td>20</td><td>JDGMT GUILTY/RESP SENTENCE SUSPEND</td></tr> <tr><td>21</td><td>JDGMT GUILTY/RESP SENTENCE IMPOSED</td></tr> <tr><td>22</td><td>JDGMT GUILTY/RESP BAIL TO FINE</td></tr> <tr><td>30</td><td>JDGMT ACQUITTAL/NOT RESP</td></tr> <tr><td>43</td><td>COMPL DISMISSED BY COURT</td></tr> <tr><td>44</td><td>COMPL DISMISSED CTY ATTY</td></tr> <tr><td>45</td><td>COMPL DISMISSED BY OFFICER</td></tr> <tr><td>54</td><td>NRVC SUSPENSION</td></tr> <tr><td>58</td><td>FTA CIVIL; LICENSE SUSPENDED</td></tr> <tr><td>63</td><td>DEF TO ANOTHER COURT FOR PROS</td></tr> <tr><td>64</td><td>DEF TO ANOTHER COURT FOR PROS</td></tr> <tr><td>65</td><td>DEF TO ANOTHER OFFCER FOR PROS</td></tr> <tr><td>67</td><td>CHARGE AMENDED Sequence</td></tr> <tr><td>71</td><td>COURT PURGE</td></tr> <tr><td>76</td><td>SET ASIDE PURSUANT TO 13-907</td></tr> <tr><td>90</td><td>DEFENSIVE DRIVING/DISM NO MVD</td></tr> <tr><td>91</td><td>GUILTY/RESPONSIBLE/NO MVD RPT</td></tr> <tr><td>99</td><td>TRAFFIC OTHER/NO MVD RPT</td></tr> <tr><td>AC</td><td>ACQUITTED/NOT GUILTY</td></tr> <tr><td>AF</td><td>APPEAL AFFIRMED</td></tr> <tr><td>CD</td><td>COURT DISMISSAL</td></tr> <tr><td>D1</td><td>COURT DISMISSAL WITH PREJUDICE</td></tr> <tr><td>D2</td><td>COURT DISMISSAL W/O PREJUDICE</td></tr> <tr><td>D3</td><td>OTHER DISMISSAL WITH PREJUDICE</td></tr> </tbody> </table>	AZTEC DISPOSTION CODE	General Description	10	PLEA GUILTY/RESP SENT/SUSPEND	11	PLEA GUILTY/RESP SENT/IMPOSED	12	BAIL /DEPOSIT GIVEN/FORFEITED	20	JDGMT GUILTY/RESP SENTENCE SUSPEND	21	JDGMT GUILTY/RESP SENTENCE IMPOSED	22	JDGMT GUILTY/RESP BAIL TO FINE	30	JDGMT ACQUITTAL/NOT RESP	43	COMPL DISMISSED BY COURT	44	COMPL DISMISSED CTY ATTY	45	COMPL DISMISSED BY OFFICER	54	NRVC SUSPENSION	58	FTA CIVIL; LICENSE SUSPENDED	63	DEF TO ANOTHER COURT FOR PROS	64	DEF TO ANOTHER COURT FOR PROS	65	DEF TO ANOTHER OFFCER FOR PROS	67	CHARGE AMENDED Sequence	71	COURT PURGE	76	SET ASIDE PURSUANT TO 13-907	90	DEFENSIVE DRIVING/DISM NO MVD	91	GUILTY/RESPONSIBLE/NO MVD RPT	99	TRAFFIC OTHER/NO MVD RPT	AC	ACQUITTED/NOT GUILTY	AF	APPEAL AFFIRMED	CD	COURT DISMISSAL	D1	COURT DISMISSAL WITH PREJUDICE	D2	COURT DISMISSAL W/O PREJUDICE	D3	OTHER DISMISSAL WITH PREJUDICE
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Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

All contents property of the AOC

Criminal Misdemeanor: Time to Disposition Detailed Report			
Requirement ID #	Functional Requirements Description		
	D4	OTHER DISMISSAL W/O PREJUDICE	
	GG	GUILTY	
	GI	GUILTY BUT INSANE	
	M2	SUPERVENING INDICTMENT	
	M3	BOUND OVER TO SUPERIOR COURT	
	M4	CERTIFIED TO MISDEMEANOR	
	M5	NO PROBABLE CAUSE	
	NF	NO COMPLAINT FILED	
	NP	NOLO CONTENDERE PLEA	
	NR	NOT REFERRED FOR PROSECUTION	
	PO	PLEA TO OTHER CHARGES	
	R1	REMANDED TO ANOTHER COURT	
	RI	NOT RESPONSIBLE/REASON INSANE	
	T1	TRANSFER- CHANGE OF VENUE	
	T2	TRANSFER- CHANGE JURISDICTION	
	T3	TRANSFER- BRANCH COURT	
	T4	TRANSFER- REASSIGN JUV COURT	
	T7	FUGITIVE EXTRADICTED	
	T8	FUGITIVE NOT EXTRADICTED	
	Z1	OTHER DISPOSITION	
CMDD-18	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition		
CMDD-19	See Excluded Time ET-01 thru ET-09 above to calculate Excluded Days.		
CMDD-20	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.		
CMDD-21	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.		

Criminal Misdemeanor: Time to Disposition Summary Report			
Requirement ID #	Functional Requirements Description		
See Exhibit 11 for report mockup			
CMDS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.		
CMDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.		
CMDS-03	The report shall display to the user the following column titles from left to right: 1. 0-60 days 2. 61-90 days 3. 91-10 days 4. 181+ days 5. Totals		
CMDS-04	In the header of the report the following language shall be displayed: Standard: 75% within 60 days, 90% within 90 days, 98% within 180 days		
CMDS-05	The report shall display to the user the following row titles from top to bottom: 1. Number of cases 2. Percentage of Total 3. Cumulative Percentage		
CMDS-06	This report shall only capture cases that 1. have been designated as Criminal Misdemeanor cases AND 2. have a final disposition (Stop Code) entered on them AND 3. the final disposition (stop code) shall not be immediately followed by a disposition code of 00 Note: a disposition code of “00” indicates that the previous disposition was entered in error.		
CMDS-07	The system shall start recording time when a criminal misdemeanor complaint is filed (filing date).		
CMDS-08	The system shall recognize a case as a criminal misdemeanor when any criminal misdemeanor charge is filed, with the EXCEPTION of the following, as they shall be counted on the DUI report: <table><tr><td>CHARGE CODE</td></tr><tr><td>28-1381A1</td></tr></table>	CHARGE CODE	28-1381A1
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Criminal Misdemeanor: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description
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CMDS-09	<p>Post-adjudication warrant charges have presented a problem to the existing criminal misdemeanor reports for the following reasons:</p> <ul style="list-style-type: none"> • The criminal misdemeanor reports only track the charges based on the last disposition in the case. • The filing of a new charge for a warrant restarts the clock for time to disposition. This impacts the Criminal Misdemeanor Time to Disposition Reports. • Entry of the new charge code opens the case again and impacts the Age of Active Pending Reports. The case still appears on the report although the initial charges have been disposed. <p>Based on the reasons stated above, pre and post-adjudication warrant charges must be excluded when calculating time to disposition and age of active pending. The following charges should appear on this report, but should be excluded from time calculations:</p> <ul style="list-style-type: none"> • 13-2506 • 13-2506(A) • 13-2506(A)(1) • 13-2506(A)(2) • 13-2506(B) • 13-2507 • 13-2507(A)

Criminal Misdemeanor: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																														
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Criminal Misdemeanor: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description	
	65	DEF TO ANOTHER OFFCER FOR PROS
	67	CHARGE AMENDED Sequence
	71	COURT PURGE
	76	SET ASIDE PURSUANT TO 13-907
	90	DEFENSIVE DRIVING/DISM NO MVD
	91	GUILTY/RESPONSIBLE/NO MVD RPT
	99	TRAFFIC OTHER/NO MVD RPT
	AC	ACQUITTED/NOT GUILTY
	AF	APPEAL AFFIRMED
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
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	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
	T2	TRANSFER- CHANGE JURISDICTION
	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
CMDS-17	<p>The system shall calculate the Total Active Days to Disposition as follows:</p> <p>[Result Date (Stop Code) – Action Date (Start Code)] – Excluded Time = Total Active Days to Disposition</p>	
CMDS-18	See Excluded Time ET-01 thru ET-09 above to calculate Excluded Days.	

Criminal Misdemeanor: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																											
CMDS-19	<p>The report shall show the total number of cases disposed, and the Total Active Days to Disposition determines in which of the following column categories they should be counted:</p> <ul style="list-style-type: none">1. 0-60 days2. 61-90 days3. 91-180 days4. 181+ days5. Totals																											
CMDS-20	<p>The report shall show the “percentage of total” cases disposed that fall into the following column categories:</p> <ul style="list-style-type: none">1. 0-60 days2. 61-90 days3. 91-180 days4. 181+ days5. Totals (equals 100%)																											
CMDS-21	<p>The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.</p>																											
CMDS-23	<p>The report shall show the “cumulative percentage” of cases disposed that fall into the following column categories:</p> <ul style="list-style-type: none">1. 0-60 days2. 61-90 days3. 91-180 days4. 181+ days5. Totals (equals 100%)																											
CMDS-24	<p>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</p> <p>For example:</p> <table><tr><td>DAYS</td><td>0-30</td><td>31-60</td><td>61-90</td><td>91-120</td><td>121-150</td><td>151-180</td><td>181+Days</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>4</td><td>3</td><td>2</td><td>0</td><td>27</td></tr><tr><td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>15%</td><td>11%</td><td>7%</td><td>0%</td><td></td></tr></table>	DAYS	0-30	31-60	61-90	91-120	121-150	151-180	181+Days	Totals	Number of cases	5	7	6	4	3	2	0	27	Percentage of total	19%	26%	22%	15%	11%	7%	0%	
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Criminal Misdemeanor: Time to Disposition Summary Report									
Requirement ID #	Functional Requirements Description								
	Cumulative percentage	19%	44%	67%	81%	93%	100%	100%	
	5+7 =12 divided by 27 equals a cumulative percent of 44%.								
CMDS-25	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.								

Criminal Misdemeanor: Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 12 for report mockup	
CMAD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CMAD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Defendant's Name and Charges 4. Judge 5. Next Hearing Type 6. Next Hearing Date 7. Days Pending 8. Excluded Time 9. Total Active Days
CMAD-03	In the header of the report the following language shall be displayed: Standard: 75% within 60 days, 90% within 90 days, 98% within 180 days
CMAD-04	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
CMAD-05	The columns of the report shall be populated with the corresponding data from the case management system.
CMAD-06	On the column titled "Next Hearing Date", the report shall show the first future hearing date after the current date.
CMAD-07	On the column titled "Next Hearing Date", the report shall show the highest number sequence if there are multiple sequences on the same date and time.
CMAD-08	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as criminal misdemeanor cases <p>AND</p> <ol style="list-style-type: none"> 2. do NOT have a stop code entered on them <p>OR</p> <p>have a stop code but the stop code is immediately followed by a disposition code of 00 and no other stop code exists</p> <p>Note: a disposition code of "00" indicates that the previous disposition was entered in error.</p>
CMAD-09	The system shall start recording time when a criminal misdemeanor complaint is filed (filing date).

Criminal Misdemeanor: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description																				
CMAD-10	<p>The system shall recognize a case as a criminal misdemeanor when any criminal misdemeanor charge is filed, with the EXCEPTION of the following, as they shall be counted on the DUI report:</p> <table><tr><th>CHARGE CODE</th></tr><tr><td>28-1381A1</td></tr><tr><td>28-1381A2</td></tr><tr><td>28-1381A3</td></tr><tr><td>28-1381A4</td></tr><tr><td>28-1382A</td></tr><tr><td>28-1382A1</td></tr><tr><td>28-1382A2</td></tr><tr><td>28-692</td></tr><tr><td>28-692A</td></tr><tr><td>28-692A1</td></tr><tr><td>28-692A2</td></tr><tr><td>28-692A3</td></tr><tr><td>28-692A4</td></tr><tr><td>28-692B</td></tr><tr><td>28-692I (letter I)</td></tr><tr><td>28-692L</td></tr><tr><td>28-692M</td></tr><tr><td>28-692O</td></tr><tr><td>28-692P</td></tr></table>	CHARGE CODE	28-1381A1	28-1381A2	28-1381A3	28-1381A4	28-1382A	28-1382A1	28-1382A2	28-692	28-692A	28-692A1	28-692A2	28-692A3	28-692A4	28-692B	28-692I (letter I)	28-692L	28-692M	28-692O	28-692P
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CMAD-11	<p>Post-adjudication warrant charges have presented a problem to the existing criminal misdemeanor reports for the following reasons:</p> <ul style="list-style-type: none">• The criminal misdemeanor reports only track the charges based on the last disposition in the case.• The filing of a new charge for a warrant restarts the clock for time to disposition. This impacts the Criminal Misdemeanor Time to Disposition Reports.• Entry of the new charge code opens the case again and impacts the Age of Active Pending Reports. The case still appears on the report although the initial charges have been disposed. <p>Based on the reasons stated above, pre and post-adjudication warrant charges must be excluded when calculating time to disposition and age of active pending. The following charges should appear on this report, but should be excluded from time calculations:</p> <ul style="list-style-type: none">• 13-2506• 13-2506(A)																				

Criminal Misdemeanor: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description																																
	<ul style="list-style-type: none"> • 13-2506(A)(1) • 13-2506(A)(2) • 13-2506(B) • 13-2507 • 13-2507(A) • 13-2507(B) • 12-863 • 12-863(A) • 12-863(B) • 13-2810 • 13-2810(A) • 13-2810(A)(2) • 13-2810(B) • 13-3904 <p>13-3904(A)</p>																																
CMAD-12	The system shall recognize the filing date as the date associated with the start code.																																
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Criminal Misdemeanor: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description	
	67	CHARGE AMENDED Sequence
	71	COURT PURGE
	76	SET ASIDE PURSUANT TO 13-907
	90	DEFENSIVE DRIVING/DISM NO MVD
	91	GUILTY/RESPONSIBLE/NO MVD RPT
	99	TRAFFIC OTHER/NO MVD RPT
	AC	ACQUITTED/NOT GUILTY
	AF	APPEAL AFFIRMED
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
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	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
	Note: The system shall recognize that if there is a stop code, the case should not be included on the report.	

Criminal Misdemeanor: Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
CMAD-16	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.
CMAD-17	The system shall calculate the Total Active Days as follows: Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days
CMAD-18	See Excluded Time ET-01 thru ET-09 above to calculate Excluded Days.
CMAD-19	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”
CMAD-20	The report shall show the total number of cases that are active on the day the report is run by the user for the filing date range selected.
CMAD-21	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.

Criminal Misdemeanor: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
	See Exhibit 13 for report mockup
CMAS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CMAS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.

Criminal Misdemeanor: Age of Active Pending Caseload Summary Report								
Requirement ID #	Functional Requirements Description							
CMAS-03	The report shall display to the user the following column titles from left to right: <div><div>1.</div>0-60 days</div> <div><div>2.</div>61-90 days</div> <div><div>3.</div>91-180 days</div> <div><div>4.</div>181+ days</div> <div><div>5.</div>Totals</div>							
CMAS-04	In the header of the report the following language shall be displayed: Standard: 75% within 60 days, 90% within 90 days, 98% within 180 days							
CMAS-05	The report shall display to the user the following row titles from top to bottom: <div><div>1.</div>Number of Cases</div> <div><div>2.</div>Percentage of Total</div> <div><div>3.</div>Cumulative Percentage</div>							
CMAS-06	The columns of the report shall be populated with the corresponding data from the case management system.							
CMAS-07	This report shall only capture cases that <div><div>1.</div>have been designated as criminal misdemeanor cases</div> <div>AND</div> <div><div>2.</div>do NOT have a stop code entered on them</div> <div>OR</div> <div>have a stop code but the stop code is immediately followed by a disposition code of 00 and no other stop code exists</div> <div>Note: a disposition code of “00” indicates that the previous disposition was entered in error.</div>							
CMAS-08	The system shall start recording time when a criminal misdemeanor complaint is filed (filing date).							
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Criminal Misdemeanor: Age of Active Pending Caseload Summary Report

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	<div style="border: 1px solid black; padding: 2px;"> <div style="border: 1px solid black; padding: 2px;">28-1382A2</div> <div style="border: 1px solid black; padding: 2px;">28-692</div> <div style="border: 1px solid black; padding: 2px;">28-692A</div> <div style="border: 1px solid black; padding: 2px;">28-692A1</div> <div style="border: 1px solid black; padding: 2px;">28-692A2</div> <div style="border: 1px solid black; padding: 2px;">28-692A3</div> <div style="border: 1px solid black; padding: 2px;">28-692A4</div> <div style="border: 1px solid black; padding: 2px;">28-692B</div> <div style="border: 1px solid black; padding: 2px;">28-692I (letter I)</div> <div style="border: 1px solid black; padding: 2px;">28-692L</div> <div style="border: 1px solid black; padding: 2px;">28-692M</div> <div style="border: 1px solid black; padding: 2px;">28-692O</div> <div style="border: 1px solid black; padding: 2px;">28-692P</div> </div>
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Criminal Misdemeanor: Age of Active Pending Caseload Summary Report

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Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Criminal Misdemeanor: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description	
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
	GG	GUILTY
	GI	GUILTY BUT INSANE
	M2	SUPERVENING INDICTMENT
	M3	BOUND OVER TO SUPERIOR COURT
	M4	CERTIFIED TO MISDEMEANOR
	M5	NO PROBABLE CAUSE
	NF	NO COMPLAINT FILED
	NP	NOLO CONTENDERE PLEA
	NR	NOT REFERRED FOR PROSECUTION
	PO	PLEA TO OTHER CHARGES
	R1	REMANDED TO ANOTHER COURT
	RI	NOT RESPONSIBLE/REASON INSANE
	T1	TRANSFER- CHANGE OF VENUE
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	T3	TRANSFER- BRANCH COURT
	T4	TRANSFER- REASSIGN JUV COURT
	T7	FUGITIVE EXTRADICTED
	T8	FUGITIVE NOT EXTRADICTED
	Z1	OTHER DISPOSITION
Note: The system shall recognize that if there is a stop code, the case should not be included on the report.		

Criminal Misdemeanor: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
CMAS-14	When the system recognizes a 00 disposition code, it shall disregard the previously entered stop code.
CMAS-15	The system shall calculate the Total Active Days as follows: Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days
CMAS-16	See Excluded Time ET-01 thru ET-09 above to calculate Excluded Days.
CMAS-17	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”
CMAS-18	The report shall show the total number of cases that are active on the day the report is run by the user based on the filing date range the user selected.
CMAS-19	The report shall show the total number of active cases, and the Total Active Days determines in which of the following column categories they should be counted: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-90 days 3. 91-180 days 4. 181+ days 5. Totals (equals 100%)
CMAS-20	The report shall show the “percentage of total” active cases that fall into the following column categories: <ol style="list-style-type: none"> 1. 0-60 days 2. 61-90 days 3. 91-180 days 4. 181+ days 5. Totals (equals 100%)
CMAS-21	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.
CMAS-22	The report shall show the “cumulative percentage” of active cases that fall into the following column categories:

Criminal Misdemeanor: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description																																											
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CMAS-23	<div>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</div> <div>For example:</div> <table><tr><td>DAYS</td><td>0-30</td><td>31-60</td><td>61-90</td><td>91-120</td><td>121-150</td><td>151-180</td><td>181+Days</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>4</td><td>3</td><td>2</td><td>0</td><td>27</td></tr><tr><td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>15%</td><td>11%</td><td>7%</td><td>0%</td><td></td></tr><tr><td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>81%</td><td>93%</td><td>100%</td><td>100%</td><td></td></tr></table> <div>5+7 =12 divided by 27 equals a cumulative percent of 44%.</div>								DAYS	0-30	31-60	61-90	91-120	121-150	151-180	181+Days	Totals	Number of cases	5	7	6	4	3	2	0	27	Percentage of total	19%	26%	22%	15%	11%	7%	0%		Cumulative percentage	19%	44%	67%	81%	93%	100%	100%	
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Small Claims Reporting

Small Claims – Small Claims cases are defined as cases filed in the justice court where a plaintiff is requesting a monetary award of up to \$3,500 in the enforcement or protection of a right or the redress or prevention of a wrong.

The following case processing time standard has been adopted for Small Claims cases in the justice courts by the Steering Committee:

75% within 100 days

90% within 150 days

98% within 180 days

- ✓ Evictions are not included.
- ✓ Injunctions are not included.

Measurement: Filing of complaint through disposition (e.g., dismissal or judgment).

Excluded Time: The following time will be excluded from measurement: bankruptcy and stays granted pursuant to the Servicemembers Civil Relief Act.

Small Claims: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 14 for report mockup	
SCDD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
SCDD-02	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none">1. Case Number2. Filing Date3. Case Title4. Judge5. Disposition6. Disposition Date7. Days to Disposition8. Excluded Days9. Total Active Days
SCDD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
SCDD-04	In the header of the report the following language shall be displayed: Standard: 75% within 100 days, 90% within 150 days, 98% within 180 days

Small Claims: Time to Disposition Detailed Report																					
Requirement ID #	Functional Requirements Description																				
SCDD-05	The columns of the report shall be populated with the corresponding data from the case management system.																				
SCDD-06	This report shall only capture cases that <ol style="list-style-type: none"> 1. have been designated as Small Claims cases AND 2. have a final disposition (Stop Code) entered on them 																				
SCDD-07	The system shall start recording time when a small claims complaint is filed (filing date).																				
SCDD-08	The system shall recognize the filing date as the date associated with the start code.																				
SCDD-09	The system shall recognize only the following as start codes: <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5918</td><td>PYMT: SMALL CLAIMS COMPLAINT</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5918	PYMT: SMALL CLAIMS COMPLAINT																
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SCDD-10	The system shall recognize the result date as the date associated with the stop code.																				
SCDD-11	The system shall recognize only the following as stop codes: <table border="1"> <thead> <tr> <th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr> <tr> <td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr> <tr> <td>C3</td><td>JDGMT/DECR/ORD CIV/DR SUM/DECL</td></tr> <tr> <td>C4</td><td>JDGMT/DECR/ORD CIV/DR STIP/ACP</td></tr> <tr> <td>CD</td><td>COURT DISMISSAL</td></tr> <tr> <td>D1</td><td>COURT DISMISSAL WITH PREJUDICE</td></tr> <tr> <td>D2</td><td>COURT DISMISSAL W/O PREJUDICE</td></tr> <tr> <td>D3</td><td>OTHER DISMISSAL WITH PREJUDICE</td></tr> <tr> <td>D4</td><td>OTHER DISMISSAL W/O PREJUDICE</td></tr> </tbody> </table>	AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP	CD	COURT DISMISSAL	D1	COURT DISMISSAL WITH PREJUDICE	D2	COURT DISMISSAL W/O PREJUDICE	D3	OTHER DISMISSAL WITH PREJUDICE	D4	OTHER DISMISSAL W/O PREJUDICE
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SCDD-12	The “Disposition” column on the report shall display the disposition code that is associated with the stop code.																				
SCDD-13	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition																				

Small Claims: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
SCDD-14	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition to follow the filing date.
SCDD-15	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.
SCDD-16	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.
SCDD-17	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text 'SEALED'.

Small Claims: Time to Disposition Summary Report							
Requirement ID #	Functional Requirements Description						
See Exhibit 11 for report mockup							
SCDS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.						
SCDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.						
SCDS-03	<p>The report shall display to the user the following column titles from left to right:</p> <ol style="list-style-type: none"> 1. 0-100 days 2. 101-150 days 3. 151-180 days 4. 181+ days 5. Totals 						
SCDS-04	In the header of the report the following language shall be displayed: Standard: 75% within 100 days, 90% within 150 days, 98% within 180 days						
SCDS-05	<p>The report shall display to the user the following row titles from top to bottom:</p> <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage 						
SCDS-06	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as Small Claims cases <p>AND</p> <ol style="list-style-type: none"> 2. have a final disposition (Stop Code) entered on them 						
SCDS-07	The system shall start recording time when a small claims complaint is filed (filing date).						
SCDS-08	The system shall recognize the filing date as the date associated with the start code.						
SCDS-09	<p>The system shall recognize only the following as start codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5918</td><td>PYMT: SMALL CLAIMS COMPLAINT</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5918	PYMT: SMALL CLAIMS COMPLAINT		
AZTEC EVENT CODE	General Description						
5918	PYMT: SMALL CLAIMS COMPLAINT						
SCDS-10	The system shall recognize the result date as the date associated with the stop code.						
SCDS-11	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr> <tr> <td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr> </tbody> </table>	AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT
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Small Claims: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description		
	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	
	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP	
	CD	COURT DISMISSAL	
	D1	COURT DISMISSAL WITH PREJUDICE	
	D2	COURT DISMISSAL W/O PREJUDICE	
	D3	OTHER DISMISSAL WITH PREJUDICE	
	D4	OTHER DISMISSAL W/O PREJUDICE	
SCDS-12	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Action Date (Start Code)] – Excluded Time = Total Active Days to Disposition		
SCDS-13	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition to follow the filing date.		
SCDS-14	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.		
SCDS-15	The report shall show the total number of cases disposed, and the Total Active Days to Disposition determines in which of the following column categories they should be counted: 1. 0-100 days 2. 101-150 days 3. 151-180 days 4. 181+ days 5. Totals		
SCDS-16	The report shall show the “percentage of total” active cases that fall into the following column categories: 1. 0-100 days 2. 101-150 days 3. 151-180 days 4. 181+ days 5. Totals		

Small Claims: Time to Disposition Summary Report

Requirement ID #	Functional Requirements Description																												
SCDS-17	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases within the assignment.																												
SCDS-18	<p>The report shall show the “cumulative percentage” of cases disposed that fall into the following column categories:</p> <ol style="list-style-type: none">1. 0-100 days2. 101-150 days3. 151-180 days4. 181+ days5. Totals (equals 100%)																												
SCDS-19	<p>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</p> <p>For example:</p> <table><tr><td>DAYS</td><td>0-100</td><td>101-150</td><td>151-180</td><td>91-120</td><td>181+Days</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>4</td><td>5</td><td>27</td></tr><tr><td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>15%</td><td>19%</td><td></td></tr><tr><td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>81%</td><td>100%</td><td></td></tr></table> <p>5+7 =12 divided by 27 equals a cumulative percent of 44%</p>	DAYS	0-100	101-150	151-180	91-120	181+Days	Totals	Number of cases	5	7	6	4	5	27	Percentage of total	19%	26%	22%	15%	19%		Cumulative percentage	19%	44%	67%	81%	100%	
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SCDS-20	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.																												

Small Claims: Age of Active Pending Caseload Detailed Report						
Requirement ID #	Functional Requirements Description					
See Exhibit 15 for report mockup						
SCAD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.					
SCAD-02	The report shall display to the user the following column titles from left to right: 1. Case Number 2. Filing Date 3. Case Title 4. Judge 5. Next Hearing Event Type 6. Next Hearing Date 7. Excluded Time 8. Pending Days					
SCAD-03	In the header of the report the following language shall be displayed: Standard: 75% within 100 days, 90% within 150 days, 98% within 180 days					
SCAD-04	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.					
SCAD-05	The columns of the report shall be populated with the corresponding data from the case management system.					
SCAD-06	On the column titled “Next Hearing Date”, the report shall show the first future hearing date after the current date.					
SCAD-07	On the column titled “Next Hearing Date”, the report shall show the highest number sequence if there are multiple sequences on the same date and time.					
SCAD-08	On the column titled “Next Hearing Event Type”, the report shall show the event associated with the highest number sequence if there are multiple sequences on the same date and time.					
SCAD-09	This report shall only capture cases that 1. have been designated as Small Claims cases AND 2. do NOT have a stop code entered on them					
SCAD-10	The system shall start recording time when a small claims complaint is filed (filing date).					
SCAD-11	The system shall recognize the filing date as the date associated with the start code.					
SCAD-12	The system shall recognize only the following as start codes: <table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>5918</td><td>PYMT: SMALL CLAIMS COMPLAINT</td></tr></table>		AZTEC EVENT CODE	General Description	5918	PYMT: SMALL CLAIMS COMPLAINT
AZTEC EVENT CODE	General Description					
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SCAD-13	The system shall recognize the result date as the date associated with the stop code.					

Small Claims: Age of Active Pending Caseload Detailed Report

Requirement ID #	Functional Requirements Description																				
SCAD-14	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr> <tr> <td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr> <tr> <td>C3</td><td>JDGMT/DECR/ORD CIV/DR SUM/DECL</td></tr> <tr> <td>C4</td><td>JDGMT/DECR/ORD CIV/DR STIP/ACP</td></tr> <tr> <td>CD</td><td>COURT DISMISSAL</td></tr> <tr> <td>D1</td><td>COURT DISMISSAL WITH PREJUDICE</td></tr> <tr> <td>D2</td><td>COURT DISMISSAL W/O PREJUDICE</td></tr> <tr> <td>D3</td><td>OTHER DISMISSAL WITH PREJUDICE</td></tr> <tr> <td>D4</td><td>OTHER DISMISSAL W/O PREJUDICE</td></tr> </tbody> </table> <p>Note: The system shall recognize that if there is a stop code, the case should not be included on the report.</p>	AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP	CD	COURT DISMISSAL	D1	COURT DISMISSAL WITH PREJUDICE	D2	COURT DISMISSAL W/O PREJUDICE	D3	OTHER DISMISSAL WITH PREJUDICE	D4	OTHER DISMISSAL W/O PREJUDICE
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SCAD-15	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days																				
SCAD-16	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.																				
SCAD-17	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”																				
SCAD-18	The report shall show the total number of cases that are active on the day the report is run by the user, for the cases filed within the user-selected date parameters.																				
SCAD-19	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.																				

Small Claims: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description
	See Exhibit 13 for report mockup

Small Claims: Age of Active Pending Caseload Summary Report								
Requirement ID #	Functional Requirements Description							
SCAS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.							
SCAS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.							
SCAS-03	The report shall display to the user the following column titles from left to right: 1. 0-100 days 2. 101-150 days 3. 151-180 days 4. 181+ days 5. Totals							
SCAS-04	In the header of the report the following language shall be displayed: Standard: 75% within 100 days, 90% within 150 days, 98% within 180 days							
SCAS-05	The report shall display to the user the following row titles from top to bottom: 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage							
SCAS-06	The columns of the report shall be populated with the corresponding data from the case management system.							
SCAS-07	This report shall only capture cases that 1. have been designated as Small Claims cases AND 2. do NOT have a stop code entered on them							
SCAS-08	The system shall start recording time when a small claims complaint is filed (filing date).							
SCAS-09	The system shall recognize the filing date as the date associated with the start code.							
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AZTEC EVENT CODE	General Description							
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SCAS-11	The system shall recognize the result date as the date associated with the stop code.							
SCAS-12	The system shall recognize only the following as stop codes: <table><tr><th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr><tr><td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr><tr><td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr></table>		AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT
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Small Claims: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description			
	C3	JDGMT/DECR/ORD SUM/DECL	CIV/DR	
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	D3	OTHER DISMISSAL PREJUDICE	WITH	
	D4	OTHER DISMISSAL PREJUDICE	W/O	
	Note: The system shall recognize that if there is a stop code the case should not be included on the report.			
SCAS-13	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days			
SCAS-14	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.			
SCAS-15	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”			
SCAS-16	The report shall show the total number of cases that are active on the day the report is run by the user, for the cases filed within the user-selected date parameters.			
SCAS-17	The report shall show the total number of active cases, and the total pending days determines in which of the following column categories they should be counted: <ol style="list-style-type: none"> 0-100 days 101-150 days 151-180 days 181+ days Totals 			
SCAS-18	The report shall show the “percentage of total” active cases that fall into the following column categories: <ol style="list-style-type: none"> 0-100 days 101-150 days 151-180 days 181+ days 			

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Small Claims: Age of Active Pending Caseload Summary Report																																		
Requirement ID #	Functional Requirements Description																																	
	5. Totals (equals 100%)																																	
SCAS-19	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.																																	
SCAS-20	The report shall show the “cumulative percentage” of active cases that fall into the following column categories: 1. 0-100 days 2. 101-150 days 3. 151-180 days 4. 181+ days 5. Totals (equals 100%)																																	
SCAS-21	<p>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</p> <p>For example:</p> <table><tr><td>DAYS</td><td>0-100</td><td>101-150</td><td>151-180</td><td>91-120</td><td>181+Days</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>4</td><td>5</td><td>27</td></tr><tr><td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>15%</td><td>19%</td><td></td></tr><tr><td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>81%</td><td>100%</td><td></td></tr></table> <p>5+7 =12 divided by 27 equals a cumulative percent of 44%</p>						DAYS	0-100	101-150	151-180	91-120	181+Days	Totals	Number of cases	5	7	6	4	5	27	Percentage of total	19%	26%	22%	15%	19%		Cumulative percentage	19%	44%	67%	81%	100%	
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Eviction Actions Reporting

Eviction – Eviction cases are defined as forcible detainer and special detainer actions as set forth in Rule 1 of the Arizona Rules of Procedure for Eviction Actions and ARS §§ 12-1173, 12-1173.01, 13-1368, and 13-1377.

The following case processing time standard has been adopted for Eviction cases in the justice courts by the Steering Committee:

98% within 10 days

- ✓ Residential rental of a dwelling unit, ARS Title 33, Chapter 10; Mobile Home, ARS Title 33, Chapter 11; Rental of RV in RV Park >180 days, ARS Title 33, Chapter 19; and General Landlord Tenant, ARS Title 33, Chapter 3 are included.
- ✓ Commercial evictions are included.

Measurement: Filing of complaint through disposition (e.g., dismissal or judgment).

Excluded Time: The following time will be excluded from measurement: bankruptcy, stays granted pursuant to the Servicemembers Civil Relief Act, special actions, and appeals.

Eviction Actions: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 14 for report mockup	
EADD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
EADD-02	The report shall display to the user the following column titles: <ol style="list-style-type: none">1. Case Number2. Filing Date3. Case Title4. Judge5. Disposition6. Disposition Date7. Excluded Days8. Total Active Days
EADD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
EADD-04	In the header of the report the following language shall be displayed: Standard: 98% within 10 days
EADD-05	The columns of the report shall be populated with the corresponding data from the case management system.
EADD-06	This report shall only capture cases that <ol style="list-style-type: none">1. have been designated as Eviction cases AND

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

All contents property of the AOC

Eviction Actions: Time to Disposition Detailed Report		
Requirement ID #	Functional Requirements Description	
	2. have a final disposition (Stop Code) entered on them	
EADD-07	The system shall start recording time when an eviction complaint is filed (filing date).	
EADD-08	The system shall recognize the filing date as the date associated with the start code.	
EADD-09	The system shall recognize only the following as start codes:	
	AZTEC EVENT CODE	General Description
	5924	PYMT: FORCIBLE DETAINER COMP
EADD-10	The system shall recognize the result date as the date associated with the stop code.	
EADD-11	The system shall recognize only the following as stop codes:	
	AZTEC DISPOSITION CODE	General Description
	C1	JDGMT/DECR/ORD CIV/DR
	C2	JDGMT/DECR/ORD CIV/DR DEFAULT
	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL
	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP
	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
EADD-12	The “Disposition” column on the report shall display the general description that is associated with the stop code.	
EADD-13	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition to follow the filing date.	
EADD-14	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition	
EADD-15	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.	
EADD-16	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.	
EADD-17	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.	

Eviction Actions: Time to Disposition Summary Report								
Requirement ID #	Functional Requirements Description							
See Exhibit 11 for report mockup								
EADS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.							
EADS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.							
EADS-03	The report shall display to the user the following column titles from left to right: 1. 0-10 days 2. 11-20 days 3. 21-30 days 4. 31+ days 5. Totals							
EADS-04	In the header of the report the following language shall be displayed: Standard: 98% within 10 days							
EADS-05	The report shall display to the user the following row titles from top to bottom: 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage							
EADS-06	This report shall only capture cases that have 1. have been designated as Eviction cases AND 2. have a final disposition (Stop Code) entered on them							
EADS-07	The system shall start recording time when an eviction complaint is filed (filing date).							
EADS-08	The system shall recognize the filing date as the date associated with the start code.							
EADS-09	The system shall recognize only the following as start codes: <table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>5924</td><td>PYMT: FORCIBLE DETAINER COMP</td></tr></table>		AZTEC EVENT CODE	General Description	5924	PYMT: FORCIBLE DETAINER COMP		
AZTEC EVENT CODE	General Description							
5924	PYMT: FORCIBLE DETAINER COMP							
EADS-10	The system shall recognize the result date as the date associated with the stop code.							
EADS-11	The system shall recognize only the following as stop codes: <table><tr><th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr><tr><td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr><tr><td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr></table>		AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT
AZTEC DISPOSITION CODE	General Description							
C1	JDGMT/DECR/ORD CIV/DR							
C2	JDGMT/DECR/ORD CIV/DR DEFAULT							

Eviction Actions: Time to Disposition Summary Report			
Requirement ID #	Functional Requirements Description		
	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	
	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP	
	CD	COURT DISMISSAL	
	D1	COURT DISMISSAL WITH PREJUDICE	
	D2	COURT DISMISSAL W/O PREJUDICE	
	D3	OTHER DISMISSAL WITH PREJUDICE	
	D4	OTHER DISMISSAL W/O PREJUDICE	
EADS-12	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition to follow the filing date.		
EADS-13	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition		
EADS-14	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.		
EADS-15	The report shall show the total number of cases disposed, and the Total Active Days to Disposition determines in which of the following column categories they should be counted: 1. 0-10 days 2. 11-20 days 3. 21-30 days 4. 31+ days 5. Totals		
EADS-16	The report shall show the “percentage of total” cases disposed that fall into the following column categories: 1. 0-10 days 2. 11-20 days 3. 21-30 days 4. 31+ days 5. Total (equals 100%)		

Eviction Actions: Time to Disposition Summary Report																													
Requirement ID #	Functional Requirements Description																												
EADS-17	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases within the assignment.																												
EADS-18	<p>The report shall show the “cumulative percentage” of cases disposed that fall into the following column categories:</p> <ul style="list-style-type: none">1. 0-10 days2. 11-20 days3. 21-30 days4. 31+ days5. Totals (equals 100%)																												
EADS-19	<p>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</p> <p>For example:</p> <table><tr><td>DAYS</td><td>0-10</td><td>11-20</td><td>21-30</td><td>31+Days</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>9</td><td>27</td></tr><tr><td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>33%</td><td></td></tr><tr><td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>100%</td><td></td></tr></table> <p>5+7 =12 divided by 27 equals a cumulative percent of 44%</p>					DAYS	0-10	11-20	21-30	31+Days	Totals	Number of cases	5	7	6	9	27	Percentage of total	19%	26%	22%	33%		Cumulative percentage	19%	44%	67%	100%	
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Percentage of total	19%	26%	22%	33%																									
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EADS-20	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.																												

Eviction Actions: Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 15 for report mockup	

EAAD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.											
EAAD-02	The report shall display to the user the following column titles from left to right: 1. Case Number 2. Filing Date 3. Case Title 4. Judge 5. Next Hearing Event Type 6. Next Hearing Event Date 7. Excluded Time 8. Total Active Days											
EADD-03	In the header of the report the following language shall be displayed: Standard: 98% within 10 days											
EAAD-04	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.											
EAAD-05	The columns of the report shall be populated with the corresponding data from the case management system.											
EADD-06	On the column titled “Next Hearing Date”, the report shall show the first future hearing date after the current date.											
EADD-07	On the column titled “Next Hearing Date”, the report shall show the highest number sequence if there are multiple sequences on the same date and time.											
EEAD-08	On the column titled “Next Hearing Event Type”, the report shall show the event associated with the highest number sequence if there are multiple sequences on the same date and time.											
EAAD-09	This report shall only capture cases that 1. have been designated as Eviction cases AND 2. do NOT have a stop code entered on them											
EAAD-10	The system shall start recording time when an eviction complaint is filed (filing date).											
EAAD-11	The system shall recognize the filing date as the date associated with the start code.											
EAAD-12	The system shall recognize only the following as start codes: <table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>5924</td><td>PYMT: FORCIBLE DETAINER COMP</td></tr></table>		AZTEC EVENT CODE	General Description	5924	PYMT: FORCIBLE DETAINER COMP						
AZTEC EVENT CODE	General Description											
5924	PYMT: FORCIBLE DETAINER COMP											
EAAD-13	The system shall recognize the result date as the date associated with the stop code.											
EAAD-14	The system shall recognize only the following as stop codes: <table><tr><th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr><tr><td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr><tr><td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr><tr><td>C3</td><td>JDGMT/DECR/ORD CIV/DR SUM/DECL</td></tr><tr><td>C4</td><td>JDGMT/DECR/ORD CIV/DR STIP/ACP</td></tr></table>		AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP
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C1	JDGMT/DECR/ORD CIV/DR											
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	CD	COURT DISMISSAL
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	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
Note: The system shall recognize that if there is a stop code, the case should not be included on the report.		
EAAD-15	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days	
EAAD-16	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.	
EAAD-17	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”	
EAAD-18	The report shall show the total number of cases that are active on the day the report is run by the user, for the cases filed within the user-selected date parameters.	
EAAD-19	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.	

Eviction Actions: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
See Exhibit 13 for report mockup	
EAAS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
EAAS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.
EAAS-03	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. 0-10 days 2. 11-20 days 3. 21-30 days 4. 31+ days 5. Totals

Eviction Actions: Age of Active Pending Caseload Summary Report																						
Requirement ID #	Functional Requirements Description																					
EAAS-04	In the header of the report the following language shall be displayed: Standard: 98% within 10 days																					
EAAS-05	The report shall display to the user the following row titles from top to bottom: 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage																					
EAAS-06	The columns of the report shall be populated with the corresponding data from the case management system.																					
EAAS-07	This report shall only capture cases that 1. have been designated as Eviction cases AND 2. do NOT have a stop code entered on them																					
EAAS-08	The system shall start recording time when an evictions complaint is filed (filing date).																					
EAAS-09	The system shall recognize the filing date as the date associated with the start code.																					
EAAS-10	The system shall recognize only the following as start codes: <table><tr><th>AZTEC EVENT CODE</th><th>General Description</th></tr><tr><td>5924</td><td>PYMT: FORCIBLE DETAINER COMP</td></tr></table>		AZTEC EVENT CODE	General Description	5924	PYMT: FORCIBLE DETAINER COMP																
AZTEC EVENT CODE	General Description																					
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EAAS-11	The system shall recognize the result date as the date associated with the stop code.																					
EAAS-12	The system shall recognize only the following as stop codes: <table><tr><th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr><tr><td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr><tr><td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr><tr><td>C3</td><td>JDGMT/DECR/ORD CIV/DR SUM/DECL</td></tr><tr><td>C4</td><td>JDGMT/DECR/ORD CIV/DR STIP/ACP</td></tr><tr><td>CD</td><td>COURT DISMISSAL</td></tr><tr><td>D1</td><td>COURT DISMISSAL WITH PREJUDICE</td></tr><tr><td>D2</td><td>COURT DISMISSAL W/O PREJUDICE</td></tr><tr><td>D3</td><td>OTHER DISMISSAL WITH PREJUDICE</td></tr><tr><td>D4</td><td>OTHER DISMISSAL W/O PREJUDICE</td></tr></table>		AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP	CD	COURT DISMISSAL	D1	COURT DISMISSAL WITH PREJUDICE	D2	COURT DISMISSAL W/O PREJUDICE	D3	OTHER DISMISSAL WITH PREJUDICE	D4	OTHER DISMISSAL W/O PREJUDICE
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Eviction Actions: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
	Note: The system shall recognize that if there is a stop code, the case should not be included on the report.
EAAS-13	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days
EAAS-14	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.
EAAS-15	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”
EAAS-16	The report shall show the total number of cases that are active on the day the report is run by the user, for the cases filed within the user-selected date parameters.
EAAS-17	The report shall show the total number of active cases, and the total pending days determines in which of the following column categories they should be counted: <ol style="list-style-type: none"> 1. 0-10 days 2. 11-20 days 3. 21-30 days 4. 31+ days 5. Totals
EAAS-18	The report shall show the “percentage of total” active cases that fall into the following column categories: <ol style="list-style-type: none"> 1. 0-10 days 2. 11-20 days 3. 21-30 days 4. 31+ days 5. Totals (equals 100%)
EAAS-19	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.
EAAS-20	The report shall show the “cumulative percentage” of active cases that fall into the following column categories: <ol style="list-style-type: none"> 1. 0-10 days 2. 11-20 days 3. 21-30 days 4. 31+ days 5. Totals (equals 100%)

Eviction Actions: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description																								
EAAS-21	<p>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</p> <p>For example:</p> <table><tr><td>DAYS</td><td>0-10</td><td>11-20</td><td>21-30</td><td>31+Days</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>9</td><td>27</td></tr><tr><td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>33%</td><td></td></tr><tr><td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>100%</td><td></td></tr></table> <p>5+7 =12 divided by 27 equals a cumulative percent of 44%</p>	DAYS	0-10	11-20	21-30	31+Days	Totals	Number of cases	5	7	6	9	27	Percentage of total	19%	26%	22%	33%		Cumulative percentage	19%	44%	67%	100%	
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Cumulative percentage	19%	44%	67%	100%																					

Justice Court Civil

Justice Court Civil – Justice Court Civil cases are defined as cases filed in the justice court where a plaintiff is requesting a monetary award of less than \$10,000.00 dollars in the enforcement or protection of a right or the redress or prevention of a wrong.

The following case processing time standard has been adopted for Justice Court Civil cases in the justice courts in Arizona:

75% within 180 days

90% within 270 days

98% within 365 days

Measurement: Filing of complaint through disposition (e.g., dismissal or judgment).

Excluded Time: The following time will be excluded from measurement: bankruptcy, stays granted pursuant to the Servicemembers Civil Relief Act, special actions, and appeals.

Justice Court Civil Lawsuits: Time to Disposition Detailed Report	
Requirement ID #	Functional Requirements Description
See Exhibit 14 for report mockup	
CIVDD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CIVDD-02	The report shall display to the user the following column titles: <ol style="list-style-type: none">1. Case Number2. Filing Date3. Case Title4. Judge5. Disposition6. Disposition Date7. Excluded Time8. Total Active Days
CIVDD-03	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.
CIVDD-04	In the header of the report the following language shall be displayed: Standard: 75% within 180 days, 90% within 270 days, 98% within 365 days.
CIVDD-05	The columns of the report shall be populated with the corresponding data from the case management system.
CIVDD-06	This report shall only capture cases that

	<ol style="list-style-type: none"> 1. have been designated as Civil cases AND 2. have a final disposition (Stop Code) entered on them 																				
CIVDD-07	The system shall start recording time when a civil complaint is filed (filing date).																				
CIVDD-08	The system shall recognize the filing date as the date associated with the start code.																				
CIVDD-09	<p>The system shall recognize only the following as start codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5920</td><td>PYMT: CIVIL UNDER COMP FEE</td></tr> <tr> <td>5922</td><td>PYMT: CIVIL OVER COMPLAINT FEE</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5920	PYMT: CIVIL UNDER COMP FEE	5922	PYMT: CIVIL OVER COMPLAINT FEE														
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CIVDD-10	The system shall recognize the result date as the date associated with the stop code.																				
CIVDD-11	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr> <tr> <td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr> <tr> <td>C3</td><td>JDGMT/DECR/ORD CIV/DR SUM/DECL</td></tr> <tr> <td>C4</td><td>JDGMT/DECR/ORD CIV/DR STIP/ACP</td></tr> <tr> <td>CD</td><td>COURT DISMISSAL</td></tr> <tr> <td>D1</td><td>COURT DISMISSAL WITH PREJUDICE</td></tr> <tr> <td>D2</td><td>COURT DISMISSAL W/O PREJUDICE</td></tr> <tr> <td>D3</td><td>OTHER DISMISSAL WITH PREJUDICE</td></tr> <tr> <td>D4</td><td>OTHER DISMISSAL W/O PREJUDICE</td></tr> </tbody> </table>	AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP	CD	COURT DISMISSAL	D1	COURT DISMISSAL WITH PREJUDICE	D2	COURT DISMISSAL W/O PREJUDICE	D3	OTHER DISMISSAL WITH PREJUDICE	D4	OTHER DISMISSAL W/O PREJUDICE
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CIVDD-12	The “Disposition” column on the report shall display the general description that is associated with the stop code.																				
CIVDD-13	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition.																				
CIVDD-14	<p>The system shall calculate the Total Active Days to Disposition as follows:</p> <p>[Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition</p>																				
CIVDD-15	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.																				
CIVDD-16	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.																				
CIVDD-17	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.																				

Justice Court Civil Lawsuits: Time to Disposition Summary Report							
Requirement ID #	Functional Requirements Description						
See Exhibit 11 for report mockup							
CIVDS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.						
CIVDS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.						
CIVDS-03	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. 0-180 days 2. 181-270 days 3. 271-365 days 4. 366+ days 5. Totals 						
CIVDS-04	In the header of the report the following language shall be displayed: Standard: 75% within 180 days, 90% within 270 days, 98% within 365 days.						
CIVDS-05	The report shall display to the user the following row titles within each assignment from top to bottom: <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage 						
CIVDS-06	This report shall only capture cases that <ol style="list-style-type: none"> 1. have been designated as Civil cases AND <ol style="list-style-type: none"> 2. have a final disposition (Stop Code) entered on them 						
CIVDS-07	The system shall start recording time when a civil complaint is filed (filing date).						
CIVDS-08	The system shall recognize the filing date as the date associated with the start code.						
CIVDS-09	The system shall recognize only the following as start codes: <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5920</td><td>PYMT: CIVIL UNDER COMP FEE</td></tr> <tr> <td>5922</td><td>PYMT: CIVIL OVER COMPLAINT FEE</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5920	PYMT: CIVIL UNDER COMP FEE	5922	PYMT: CIVIL OVER COMPLAINT FEE
AZTEC EVENT CODE	General Description						
5920	PYMT: CIVIL UNDER COMP FEE						
5922	PYMT: CIVIL OVER COMPLAINT FEE						
CIVDS-10	The system shall recognize the result date as the date associated with the stop code.						
CIVDS-11	The system shall recognize only the following as stop codes: <table border="1"> <thead> <tr> <th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr> </thead> <tbody> </tbody> </table>	AZTEC DISPOSITION CODE	General Description				
AZTEC DISPOSITION CODE	General Description						

Justice Court Civil Lawsuits: Time to Disposition Summary Report			
Requirement ID #	Functional Requirements Description		
	C1	JDGMT/DECR/ORD CIV/DR	
	C2	JDGMT/DECR/ORD CIV/DR DEFAULT	
	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	
	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP	
	CD	COURT DISMISSAL	
	D1	COURT DISMISSAL WITH PREJUDICE	
	D2	COURT DISMISSAL W/O PREJUDICE	
	D3	OTHER DISMISSAL WITH PREJUDICE	
	D4	OTHER DISMISSAL W/O PREJUDICE	
CIVDS-12	In the instance that more than one qualifying stop code is entered on a case, the system shall end time calculation on the date of the first final disposition.		
CIVDS-13	The system shall calculate the Total Active Days to Disposition as follows: [Result Date (Stop Code) – Filing Date (Start Code)] – Excluded Time = Total Active Days to Disposition		
CIVDS-14	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.		
CIVDS-15	The system shall allow this report to be run by a user for a selected date range to display cases with a result within the selected date range.		
CIVDS-16	The report shall show the total number of cases, and the Total Active Days to Disposition determines in which of the following column categories they should be counted: 1. 0-180 days 2. 181-270 days 3. 271-365 days 4. 366+ days 5. Totals		
CIVDS-17	The report shall show the “percentage of total” cases disposed that fall into the following column categories: 1. 0-180 days 2. 181-270 days 3. 271-365 days		

Justice Court Civil Lawsuits: Time to Disposition Summary Report																														
Requirement ID #	Functional Requirements Description																													
	<div>4. 366+ days</div> <div>5. Totals (equals 100%)</div>																													
CIVDS-18	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases within the assignment.																													
CIVDS-19	<div>The report shall show the “cumulative percentage” of cases disposed that fall into the following column categories:</div> <div><div>1. 0-180 days</div><div>2. 181-270 days</div><div>3. 271-365 days</div><div>4. 366+ days</div><div>5. Totals (equals 100%)</div></div>																													
CIVDS-20	<div>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</div> <div>For example:</div> <table><tr><td>DAYS</td><td>0-180</td><td>181-270</td><td>271-365</td><td>366+Days</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>9</td><td>27</td></tr><tr><td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>33%</td><td></td></tr><tr><td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>100%</td><td></td></tr></table> <div>5+7 =12 divided by 27 equals a cumulative percent of 44%</div>						DAYS	0-180	181-270	271-365	366+Days	Totals	Number of cases	5	7	6	9	27	Percentage of total	19%	26%	22%	33%		Cumulative percentage	19%	44%	67%	100%	
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Justice Court Civil Lawsuits: Age of Active Pending Caseload Detailed Report	
Requirement ID #	Functional Requirements Description

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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See Exhibit 15 for report mockup							
CIVAD-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.						
CIVAD-02	<p>The report shall display to the user the following column titles from left to right:</p> <ol style="list-style-type: none"> 1. Case Number 2. Filing Date 3. Case Title 4. Judge 5. Next Hearing Event Type 6. Next Hearing Date 7. Excluded Time 8. Total Active Days 						
CIVAD-03	In the header of the report the following language shall be displayed: Standard: 75% within 180 days, 90% within 270 days, 98% within 365 days.						
CIVAD-04	This report shall list cases alphabetically by case type designation (e.g., CV or DO) and then numerically by case number.						
CIVAD-05	The columns of the report shall be populated with the corresponding data from the case management system.						
CIVAD-06	On the column titled "Next Hearing Date", the report shall show the first future hearing date after the current date.						
CIVAD-07	On the column titled "Next Hearing Date", the report shall show the highest number sequence if there are multiple sequences on the same date and time.						
CIVAD-08	On the column titled "Next Hearing Event Type", the report shall show the event associated with the highest number sequence if there are multiple sequences on the same date and time.						
CIVAD-09	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as Civil cases <p>AND</p> <ol style="list-style-type: none"> 2. do NOT have a stop code entered on them 						
CIVAD-10	The system shall start recording time when a civil complaint is filed (filing date).						
CIVAD-11	The system shall recognize the filing date as the date associated with the start code.						
CIVAD-12	<p>The system shall recognize only the following as start codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5920</td><td>PYMT: CIVIL UNDER COMP FEE</td></tr> <tr> <td>5922</td><td>PYMT: CIVIL OVER COMPLAINT FEE</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5920	PYMT: CIVIL UNDER COMP FEE	5922	PYMT: CIVIL OVER COMPLAINT FEE
AZTEC EVENT CODE	General Description						
5920	PYMT: CIVIL UNDER COMP FEE						
5922	PYMT: CIVIL OVER COMPLAINT FEE						
CIVAD-13	The system shall recognize the result date as the date associated with the stop code.						
CIVAD-14	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr> <tr> <td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr> </tbody> </table>	AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT
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	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL
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	CD	COURT DISMISSAL
	D1	COURT DISMISSAL WITH PREJUDICE
	D2	COURT DISMISSAL W/O PREJUDICE
	D3	OTHER DISMISSAL WITH PREJUDICE
	D4	OTHER DISMISSAL W/O PREJUDICE
Note: The system shall recognize that if there is a stop code, the case should not be included on the report.		
CIVAD-15	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days	
CIVAD-16	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.	
CIVAD-17	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”	
CIVAD-18	The report shall show the total number of cases that are active on the day the report is run by the user, for the cases filed within the user-selected date parameters.	
CIVAD-19	The report shall not display the case parties if a case is sealed. Instead populate the case party name fields with text ‘SEALED’.	

Justice Court Civil Lawsuits: Age of Active Pending Caseload Summary Report	
Requirement ID #	Functional Requirements Description
See Exhibit 13 for report mockup	
CIVAS-01	This report shall be generated as a Crystal Report, and the user may decide to export into XML file with report data, CSV (comma delimited), Acrobat (PDF) File, Microsoft Excel, Microsoft Word, Rich Text, or Plain Text format.
CIVAS-02	The summary reports should be calculating based on the data pulled into the detail report. As such, their accuracy and value depends on the accuracy of the data pulled into the detailed report.
CIVAS-03	The report shall display to the user the following column titles from left to right: <ol style="list-style-type: none"> 1. 0-180 days 2. 181-270 days 3. 271-365 days

Limited Jurisdiction Time Standards Reporting Requirements

Author: Jon Reeves/ Summer Dalton /Cindy Cook/Michelle Dunivan/Jennifer Mesquita/Marretta Mathes

Rev. Date: March 22, 2018

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Justice Court Civil Lawsuits: Age of Active Pending Caseload Summary Report															
Requirement ID #	Functional Requirements Description														
	<ol style="list-style-type: none"> 4. 366+ days 5. Totals 														
CIVAS-04	In the header of the report the following language shall be displayed: Standard: 75% within 180 days, 90% within 270 days, 98% within 365 days.														
CIVAS-05	<p>The report shall display to the user the following row titles within each assignment from top to bottom:</p> <ol style="list-style-type: none"> 1. Number of Cases 2. Percentage of Total 3. Cumulative Percentage 														
CIVAS-06	The columns of the report shall be populated with the corresponding data from the case management system.														
CIVAS-07	<p>This report shall only capture cases that</p> <ol style="list-style-type: none"> 1. have been designated as Civil cases <p>AND</p> <ol style="list-style-type: none"> 2. do NOT have a stop code entered on them 														
CIVAS-08	The system shall start recording time when a civil complaint is filed (filing date).														
CIVAS-09	The system shall recognize the filing date as the date associated with the start code.														
CIVAS-10	<p>The system shall recognize only the following as start codes:</p> <table border="1"> <thead> <tr> <th>AZTEC EVENT CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>5920</td><td>PYMT: CIVIL UNDER COMP FEE</td></tr> <tr> <td>5922</td><td>PYMT: CIVIL OVER COMPLAINT FEE</td></tr> </tbody> </table>	AZTEC EVENT CODE	General Description	5920	PYMT: CIVIL UNDER COMP FEE	5922	PYMT: CIVIL OVER COMPLAINT FEE								
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CIVAS-11	The system shall recognize the result date as the date associated with the stop code.														
CIVAS-12	<p>The system shall recognize only the following as stop codes:</p> <table border="1"> <thead> <tr> <th>AZTEC DISPOSITION CODE</th><th>General Description</th></tr> </thead> <tbody> <tr> <td>C1</td><td>JDGMT/DECR/ORD CIV/DR</td></tr> <tr> <td>C2</td><td>JDGMT/DECR/ORD CIV/DR DEFAULT</td></tr> <tr> <td>C3</td><td>JDGMT/DECR/ORD CIV/DR SUM/DECL</td></tr> <tr> <td>C4</td><td>JDGMT/DECR/ORD CIV/DR STIP/ACP</td></tr> <tr> <td>CD</td><td>COURT DISMISSAL</td></tr> <tr> <td>D1</td><td>COURT DISMISSAL WITH PREJUDICE</td></tr> </tbody> </table>	AZTEC DISPOSITION CODE	General Description	C1	JDGMT/DECR/ORD CIV/DR	C2	JDGMT/DECR/ORD CIV/DR DEFAULT	C3	JDGMT/DECR/ORD CIV/DR SUM/DECL	C4	JDGMT/DECR/ORD CIV/DR STIP/ACP	CD	COURT DISMISSAL	D1	COURT DISMISSAL WITH PREJUDICE
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C1	JDGMT/DECR/ORD CIV/DR														
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CD	COURT DISMISSAL														
D1	COURT DISMISSAL WITH PREJUDICE														

Justice Court Civil Lawsuits: Age of Active Pending Caseload Summary Report			
Requirement ID #	Functional Requirements Description		
	D2	COURT DISMISSAL W/O PREJUDICE	
	D3	OTHER DISMISSAL WITH PREJUDICE	
	D4	OTHER DISMISSAL W/O PREJUDICE	
	Note: The system shall recognize that if there is a stop code, the case should not be included on the report.		
CIVAS-13	The system shall calculate the Total Active Days as follows: [Current Date – Filing Date (Start Code)] – Excluded Time = Total Active Days		
CIVAS-14	See Excluded Time ET-01 thru ET-05 above to calculate Excluded Days.		
CIVAS-15	The system shall allow this report to be run by a user for a selected date range to display cases filed within the selected date range. When entering parameters, text shall display stating “To display all active pending cases, use a start date of 1/1/1900.”		
CIVAS-16	The report shall show the total number of cases that are active on the day the report is run by the user, for the cases filed within the user-selected date parameters.		
CIVAS-17	The report shall show the total number of active cases, and the Total Active Days determines in which of the following column categories they should be counted: 1. 0-180 days 2. 181-270 days 3. 271-365 days 4. 366+ days 5. Totals		
CIVAS-18	The report shall show the “percentage of total” active cases that fall into the following column categories: 1. 0-180 days 2. 181-270 days 3. 271-365 days 4. 366+ days 5. Totals (equals 100%)		
CIVAS-19	The “percentage of total” row for each column shall be calculated by dividing the number of cases relevant to that cell by the total number of cases.		
CIVAS-20	The report shall show the “cumulative percentage” of active cases that fall into the following column categories: 1. 0-180 days		

Justice Court Civil Lawsuits: Age of Active Pending Caseload Summary Report

Requirement ID #	Functional Requirements Description																								
	<div>2. 181-270 days</div> <div>3. 271-365 days</div> <div>4. 366+ days</div> <div>5. Totals (equals 100%)</div>																								
CIVAS-21	<div>The “cumulative percentage” row for each column shall be calculated by adding all of the numbers for each category up until that point, working from left to right, and then dividing that subtotal by the total number of cases.</div> <div>For example:</div> <table><tr><td>DAYS</td><td>0-180</td><td>181-270</td><td>271-365</td><td>366+Days</td><td>Totals</td></tr><tr><td>Number of cases</td><td>5</td><td>7</td><td>6</td><td>9</td><td>27</td></tr><tr><td>Percentage of total</td><td>19%</td><td>26%</td><td>22%</td><td>33%</td><td></td></tr><tr><td>Cumulative percentage</td><td>19%</td><td>44%</td><td>67%</td><td>100%</td><td></td></tr></table> <div>5+7 =12 divided by 27 equals a cumulative percent of 44%</div>	DAYS	0-180	181-270	271-365	366+Days	Totals	Number of cases	5	7	6	9	27	Percentage of total	19%	26%	22%	33%		Cumulative percentage	19%	44%	67%	100%	
DAYS	0-180	181-270	271-365	366+Days	Totals																				
Number of cases	5	7	6	9	27																				
Percentage of total	19%	26%	22%	33%																					
Cumulative percentage	19%	44%	67%	100%																					

Exhibits

Exhibit 1 [Ex Parte Protective Order Time to Disposition Detail Reports](#)

DOUGLAS JUSTICE COURT (J202)

Ex Parte Protection Orders Time to Disposition Detail Report Disposition Date Range: 01/01/2017 to 06/30/2017 Standard: 99% within 24 hours

<u>Case Number</u>	<u>Filing Date</u>	<u>Case Title</u>	<u>Judge</u>	<u>Case Type</u>	<u>Result</u>	<u>Result Date</u>	<u>Pending Days</u>
J-202-CV-201700005	01/05/2017	CASTILLO VS FOSS	AV	DR- Order of Protection	PO Issued	1/5/2017	0
J-202-CV-201700007	01/06/2017	LINDGAARD VS JORDAN	AV	Injunction Against Harassment	PO Issued	1/6/2017	0
J-202-CV-201700012	01/11/2017	QUINTERO VS QUINTERO	AV	DR- Order of Protection	PO Issued	1/11/2017	0
J-202-CV-201700019	01/13/2017	VALDEZ VS CADENA	AV	DR- Order of Protection	PO Issued	1/13/2017	0
J-202-CV-201700020	01/17/2017	GUTIERREZ VS TRUJILLO	AV	Injunction Against Harassment	PO Issued	1/17/2017	0

Exhibit 2 Ex Parte Protective Order Time to Disposition Summary Reports

DOUGLAS JUSTICE COURT (J202)

Ex Parte Protection Orders Time to Disposition Summary Report

Disposition Date Range: 1/1/2017 to 6/30/2017

Standard: 99% within 24 hours

	Within 24 hours				Over 24 hours				Total Cases			
	OP	IH	IAW	Subtotal	OP	IH	IAW	Subtotal	OP	IH	IAW	Grand Total
Number of Cases Disposed	50	17	2	69	0	0	0	0	50	17	2	69
Percentage of Total				100.0%				0.0%				100.0%

Exhibit 3 Ex Parte Protective Order Age of Active Pending Detail Reports

DOUGLAS JUSTICE COURT (J202)

Ex Parte Protection Orders Age of Active Pending Detail Report

Disposition Date Range: 01/01/2016 to 03/22/2018

Standard: 99% within 24 hours

<u>Case Number</u>	<u>Filing Date</u>	<u>Case Title</u>	<u>Judge</u>	<u>Case Type</u>	<u>Result</u>	<u>Result Date</u>	<u>Active Days</u>
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Exhibit 4 [Contested Protective Order Time to Disposition Detail Reports](#)**DOUGLAS JUSTICE COURT (J202)****Contested Protection Orders Time to Disposition Detail Report****Disposition Date Range: 01/01/2015 to 12/31/2015****Standard: 90% within 10 days, 98% within 30 days**

<u>Case Number</u>	<u>Issued Date</u>	<u>Case Title</u>	<u>Judge</u>	<u>Case Type</u>	<u>PO Hearing Request</u>	<u>Result</u>	<u>Result Date</u>	<u>Active Days</u>
J-202-CV-201500020	1/20/2015	MORENO VS WILSON	AV	Injunction Against Harassment	2/4/2015	Remains in Effect	2/12/2015	8
J-202-CV-201500049	2/3/2015	HILLS VS MCATEE	AV	DR- Order of Protection	2/11/2015	Quashed/Dismissed	2/25/2015	14
J-202-CV-201500105	3/12/2015	RIVERA VS MOORE	AV	DR- Order of Protection	3/13/2015	Quashed/Dismissed	3/24/2015	11
J-202-CV-201500123	3/24/2015	TERAN VS HERNANDEZ	AV	DR- Order of Protection	4/3/2015	Remains in Effect	4/16/2015	13
J-202-CV-201500129	3/27/2015	OTERO VS LANDABAZO	AV	DR- Order of Protection	4/8/2015	Modified	4/16/2015	8
J-202-CV-201500143	3/31/2015	LOPEZ VS FIGUEROA	AV	DR- Order of Protection	4/1/2015	Modified	4/7/2015	6
J-202-CV-201500183	4/15/2015	LOPEZ VS BRETON	AV	DR- Order of Protection	4/21/2015	Modified	4/28/2015	7

Exhibit 5 Contested Protective Order Time to Disposition Summary Reports

DOUGLAS JUSTICE COURT (J202)

Contested Protection Orders Time to Disposition Summary Report

Disposition Date Range: 1/1/2015 to 12/31/2015

Standard: 90% within 10 days, 98% within 30 days

	0-10 days				11-30 days				31+ days				Total Cases			
	OP	IH	IAW	Subtotal	OP	IH	IAW	Subtotal	OP	IH	IAW	Subtotal	OP	IH	IAW	Grand Total
Number of Cases Disposed	5	5	0	10	6	4	0	10	0	1	0	1	11	10	0	21
Percentage of Total				47.6%				47.6%				4.8%				

Exhibit 6 **Contested Protective Order Age of Active Pending Detail Reports**

DOUGLAS JUSTICE COURT (J202)

Contested Protection Orders Age of Active Pending Detail Report

PO Hearing Request Date Range: 01/01/2017 to 09/26/2017

Standard: 90% within 10 days, 98% within 30 days

<u>Case Number</u>	<u>Filing Date</u>	<u>Case Title</u>	<u>Judge</u>	<u>Case Type</u>	<u>Next Hearing</u>	<u>Hrng Date</u>	<u>PO Hearing Request</u>	<u>Pending Days</u>
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Exhibit 7 **Pre-Issuance Protective Order Time to Disposition Detail Reports**

DOUGLAS JUSTICE COURT (J202)

Pre-Issuance Protection Orders Time to Disposition Detail Report

Disposition Date Range: 07/01/2017 to 03/19/2018

<u>Case Number</u>	<u>Filing Date</u>	<u>Case Title</u>	<u>Judge</u>	<u>Case Type</u>	<u>Pre-Issuance Hearing Set</u>	<u>Result</u>	<u>Result Date</u>	<u>Pending Days</u>
J-202-CV-201700590	11/29/2017	OCANO VS. SALOMON	AA	DR- Order of Protection	11/29/2017	PO Denied	12/7/2017	8

Exhibit 8 Pre-Issuance Protective Order Time to Disposition Summary Reports

DOUGLAS JUSTICE COURT (J202)

**Pre-Issuance Protection Orders Time to Disposition Summary Report
Disposition Date Range: 7/1/2017 to 3/19/2018**

		0-10 days				11-30 days				31+ days				Total Cases			
		OP	IH	IAW	Subtotal	OP	IH	IAW	Subtotal	OP	IH	IAW	Subtotal	OP	IH	IAW	Grand Total
Number of Cases Disposed		1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1
	Percentage of Total	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%
Errors*: 0																	

Exhibit 9 **Pre-Issuance Protective Order Age of Active Pending Detail Reports**

DOUGLAS JUSTICE COURT (J202)

**Pre-Issuance Protection Orders Age of Active Pending Detail Report
Filing Date Range: 01/01/2015 to 01/25/2017**

<u>Case Number</u>	<u>Filing Date</u>	<u>Case Title</u>	<u>Judge</u>	<u>Case Type</u>	<u>Pre-Issuance Hearing Set</u>	<u>Hearing Date</u>	<u>Active Days</u>
J-202-CV-201600035	01/28/2016	GALINDO VS HERNANDEZ	AV	DR- Order of Protection	Hearing Continued	1/28/2016	784
J-202-CV-201600036	01/28/2016	GALINDO VS SMITH	AV	DR- Order of Protection	Hearing Continued	1/28/2016	784

Exhibit 10 Civil Ordinance, Civil Traffic, DUI and Crim. Misdemeanor Time to Disposition Detailed Reports

DOUGLAS JUSTICE COURT (J202)

**Civil Local Ordinance Time to Disposition Detail Report
Final Disposition Date Range: 7/1/2017 to 3/1/2018
Standard: 75% within 60 days, 90% within 90 days, 98% within 180 days**

<u>Case Number</u>	<u>Filing Date</u>	<u>Defendant Name</u> <u>Charge</u>	<u>Judge</u>	<u>Dispo</u>	<u>Disp Date</u>	<u>Days to Dispo</u>	<u>Excluded Days</u>	<u>Total Activ Days</u>
J-202-CR-201700493	08/10/2017	PERALTA YESENIA TERAN	AV		10/4/2017			
	<u>Count/Seq</u>		<u>Hist Seq</u>					
	1/1	6.1	1	11	10/4/2017			
	2/1	6.1	1	44	10/4/2017			
						55	0	55
J-202-CR-201700568	09/19/2017	RYAN THOMAS C	AV		9/26/2017			
	<u>Count/Seq</u>		<u>Hist Seq</u>					
	1/1	6.2	1	10	9/26/2017			
						7	0	7
J-202-CR-201700569	09/19/2017	SANCHEZ CARLOS LOPEZ	AV		10/3/2017			
	<u>Count/Seq</u>		<u>Hist Seq</u>					
	1/1	6.2	1	10	10/3/2017			
						14	0	14

**Exhibit 11 Civil Ordinance, Civil Traffic, DUI, Crim. Misdemeanor, Small Claims, Eviction Action and Civil Time to Disposition
Summary Reports**

DOUGLAS JUSTICE COURT (J202)

Civil Local Ordinance Time to Disposition Summary Report

Disposition Date Range: 7/1/2017 to 3/1/2018

Standard: 75% within 60 days, 90% within 90 days, 98% within 180 days

	0-60 days	61-90 days	91-180 days	181+ days	Total Cases
Number of Cases Disposed	3	0	0	0	3
Percentage of Total	100.00%	0.00%	0.00%	0.00%	
Cumulative Percentage	100.00%	100.00%	100.00%	100.00%	

Exhibit 12 Civil Ordinance, Civil Traffic, DUI and Crim. Misdemeanor Age of Active Pending Detailed Reports

DOUGLAS JUSTICE COURT (J202)

Civil Local Ordinance Age of Active Pending Detail Report

Filing Date Range: 3/1/2017 to 3/22/2018

Standard: 75% within 60 days, 90% within 90 days, 98% within 180 days

<u>Case Number</u>	<u>Filing Date</u>	<u>Defendant Name</u> <u>Charge</u>	<u>Judge</u>	<u>Next</u> <u>Hearing Type</u>	<u>Next</u> <u>Hearing Date</u>	<u>Days</u> <u>Pending</u>	<u>Excluded</u> <u>Days</u>	<u>Total Active</u> <u>Days</u>
J-202-CR-201800140	03/02/2018	MADRID ELVIRA GUADALUPE	AV	CAL: INITIAL APPEARANCE	4/3/2018			
		<u>Hist Seq if Avail</u>						
1/1	10.2A							
2/1	10.2C							
3/1	10.2C							
4/1	10.2D							
5/1	10.2E1							
6/1	10.2E1							
7/1	11-1010							
8/1	11-1010							
						20	0	20

Exhibit 13 Civil Ordinance, Civil Traffic, DUI, Crim. Misdemeanor, Small Claims, Eviction Action and Civil Age of Active Pending Summary Reports

DOUGLAS JUSTICE COURT (J202)
Civil Local Ordinance Age of Active Pending Summary Report
Filing Date Range: 3/1/2017 to 3/22/2018
Standard: 75% within 60 days, 90% within 90 days, 98% within 180 days

	0-60 days	61-90 days	91-180 days	181+ days	Total Cases
Number of Cases Pending	1	0	0	0	1
Percentage of Total	100.00%	0.00%	0.00%	0.00%	
Cumulative Percentage	100.00%	100.00%	100.00%	100.00%	

Note:

AAP reports will display next hearing date and type only if entered using the calendar schedule details screen in the AZTEC calendar.

Exhibit 14 Small Claims, Eviction Action and Civil Time to Disposition Detailed Report Mock-Up

DOUGLAS JUSTICE COURT (J202)

Justice Civil Time to Disposition Detail Report

Disposition Date Range: 03/01/2016 to 03/31/2016

Standard: 75% within 180 days, 90% within 270 days, 98% within 365 days

<u>Case Number</u>	<u>Filing Date</u>	<u>Case Title</u>	<u>Judge</u>	<u>Dispo</u>	<u>Disp Date</u>	<u>Excluded Time</u>	<u>Total Act Days</u>
J-202-CV-201400473	11/21/2014	MIDLAND FUNDING LLC VS GAPPA	AV	D4	03/11/2016	0	476
J-202-CV-201500168	04/08/2015	CAPITAL ONE BANK VS NICHOLS	AV	D4	03/07/2016	0	334
J-202-CV-201500179	04/14/2015	PROGRESSIVE CASUALTY INSURANCE	AV	C1	03/02/2016	0	323
J-202-CV-201500340	07/08/2015	A SPEEDY CASH CAR TITLE LOANS	AV	C4	03/16/2016	0	252
J-202-CV-201500349	07/20/2015	PORTFOLIO RECOVERY ASSOCIATES	AV	D4	03/07/2016	0	231

Exhibit 15 Small Claims, Eviction Action and Civil Age of Active Pending Detailed Report Mock-Up

DOUGLAS JUSTICE COURT (J202)

Justice Civil Time to Disposition Summary Report
Disposition Date Range: 3/1/2016to 3/31/2016
Standard: 75% within 180 days, 90% within 270 days, 98% within 365 days

	0-180 days	181-270 days	271-365 days	366+ days	Total Cases
Number of Cases Disposed	20	8	2	1	31
Percentage of Total	64.52%	25.81%	6.45%	3.23%	
Cumulative Percentage	64.52%	90.32%	96.77%	100.00%	

Requirements Document Approval/Sign-off

The following agree that the AZTEC business requirements for AZTEC cases as defined in this document are complete and correct, and authorize [blank] to proceed with the detailed design of the system. A design document must be provided by [blank] and must be approved prior to any development work being initiated.

Project Lead –

Date

Technical Manager or Designee -

Date

Project Manager –

Date

Project Sponsor –

Date

Project Sponsor –

Date

By signing below I am indicating that I understand the requirements presented and have been walked through any questions I have had. I understand that these are requirements that I will create a design from and the design document will require separate sign-off.

Vendor- Project Manager

Date

Vendor- Account Manager/Executive Sponsor

Date